



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

MEMORANDUM

June 16, 2017

TO : Navajo Nation Branches, Division, and Department and Programs
THROUGH : Pearlline Kirk, Controller
FROM : Janice Haskie, Accounting Manager
SUBJECT : Fiscal Year 2017 Year-End Closing Timeline

This memo will serve as notification to all concerned that the following year end processing dates for the closing of the Fiscal Year 2017 activities for all General Funds programs which fund term ends on September 30, 2017. The FMIS System will be unavailable September 30, 2017, therefore this will be the only notice provided from the Office of the Controller.

All managers and supervisors are required to follow and enforce the following schedule:

Table with 2 columns: Item description and Cut-off dates. Includes categories like EXPENDITURE INSTRUMENTS and CUT-OFF DATES BY 5:00PM.

REMINDERS

\* All purchase orders will close or cancel on September 30, 2017, no carry forwards.

\*\*The last day to use the purchase card will be Wednesday, September 20, 2017 for all FY'17 expenditures to post by September 30, 2017.

Cycle End Date	; September 29, 2017
Reminder Period	; September 30 – October 02, 2017
Grace Period	; October 03, 2017
Approval Period	; October 04 - 05, 2017
Down Load	; October 06 - 09, 2017

This will close out All FY'2017 Purchase Card expenditures.

Some external contracts and grants (i.e. business unit numbers beginning with the letter K) will also be terminating on September 30, 2017 and shall adhere to the deadlines set forth in memorandum.

**Distribution**