



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

February 2, 2016

MEMORANDUM

To: Terrelene Massey, Division Director
DIVISION OF SOCIAL SERVICES

Thru: Jim Parris, Controller
OFFICE OF THE CONTROLLER

A handwritten signature in black ink, appearing to read "Jim Parris".

From: Laura Johnson, Accounting Manager
OFFICE OF THE CONTROLLER

A handwritten signature in black ink, appearing to read "Laura Johnson".

Subject: On Line Purchase Requisitions

Effective February 08, 2016 the Office of the Controller will begin the On Line Purchase Requisitions for the entire Division of Social Services. We will no longer accept the paper Purchase Requisitions. All DSS requisitions shall be entered on line thru the Financial Management Information System (FMIS). If your offices need assistance with registering for access please contact your Training Coordinator Brenda Tsosie immediately to get them signed up. Whomever is initiating, approving, receiving, and voucher matching the requisitions must be able to pass the training before obtaining access. Implemented as a program, access is granted when all these roles are fulfilled.

Should you have any questions please call the FMIS system office at 928-871-6337. Thank you.

xc: Accounting Managers, OOC