



# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

## Memorandum

September 10, 2018

To : All Customers:  
Navajo Nation Branches, Departments,  
Chapters and Programs

From :   
Serina Jesus, Administrative Assistant  
Office Supply Center, Office of the Controller

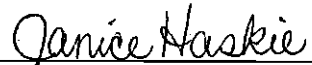
Subject : **Temporary Closure of Office Supply Center  
October 1 -12, 2018**

Office Supply Center will be closed, due to Annual Physical Inventory count. This is to update the FMIS with the actual counts of stocked items.

**Therefore the Office Supply Center will be closed from 8:00am, Monday, October 01, 2018 to, 5:00pm, Friday, October 12, 2018.** These days are crucial to accurately determine true office supply inventory. Supplies that are filled and completed can be picked up during the week.

Should you have any questions, please call me at, 928-729-4103 or call Janice Haskie, Accounting Manager, at 928-871-6142.

CONCURRENCE:

  
Janice Haskie, Accounting Manager  
Office of the Controller, Navajo Nation