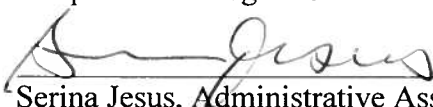




Memorandum

December 10, 2018

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

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

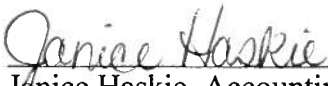
Subject : **Temporary Closure of Office Supply Center
January 01-07, 2019**

Office Supply Center will be closed, due to Quarterly 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, Tuesday, January 01, 2019 to, 5:00pm, Monday, January 07, 2019. 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 extension, 729-4103 or call Janice Haskie, Accounting Manager, at 928-871-6142.

CONCURRENCE:


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