

THE NAVAJO NATION




JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

Memorandum

December 11, 2020

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 04-08, 2021**

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, Monday, January 04, 2021 to, 5:00pm, Friday, January 08, 2021. 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 Jeremy J Ben, Accounting Manager, at 928-871-6142.

CONCURRENCE:


Jeremy J Ben, Accounting Manager
Office of the Controller, Navajo Nation