



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

December 28, 2015

MEMORANDUM

To: Honorable Russell Begaye, President
NAVAJO NATION

Honorable Lorenzo Bates, Speaker
NAVAJO NATION COUNCIL

Honorable Allen Sloan, Acting Chief Justice
NAVAJO NATION

From:

A handwritten signature in cursive script, appearing to read "Laura Johnson".

Laura Johnson, Accounting Manager
OFFICE OF THE CONTROLLER

Subject: On Line Purchase Requisitions

Effective January 11, 2016 the Office of the Controller will begin phasing in the On Line Purchase Requisitions by divisions/branches. All 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 Coordinators 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.

CONCURRENCE:

A handwritten signature in cursive script, appearing to read "Jim Parris".

Jim Parris, Controller
Navajo Nation

xc: Division Directors, OOC
Accounting Managers, OOC

6B CHECK OFF LIST

DATE: _____ REQUISITION ORDER NUMBER: _____

NN PROGRAM / DIVISION: _____

Contact Person: _____ Telephone No.: _____

Total Amount of OR: \$ _____

NN Program / Division Signature Approver Authority – review and approved.

Approved By: _____ Date: _____

Obtain approval from the appropriate Offices prior to purchase:

Office Supply Center (Office supplies).

Approved By: _____ Date: _____

Property Management (Office equipment, computers, etc.). *If applicable*

Approved By: _____ Date: _____

Department of Information Technology (Computer software, computers, etc.). *If applicable*

Approved By: _____ Date: _____

Telecommunication & Utilities (Radios, cell phones, phones, etc.). *If applicable*

Approved By: _____ Date: _____

Records Management (Xerox machines, printing, etc.). *If applicable*

Approved By: _____ Date: _____

Return entire package to Navajo Nation Program/Division 6B Requisitioner.

***NOTE: Scan copy of this checklist and attach to OR order entry.**

TO BE FILLED OUT BY DIVISION OF FINANCE ONLY:

Order Requisition over 10K must be approved by Purchasing Department Manager.

Approved By: _____ Date: _____

Order Requisition over 50K must be approved by Office of the Controller.

Approved By: _____ Date: _____