

THE NAVAJO NATION

JONATHANNEZ | PRESIDENT MYRONLIZER | VICE PRESIDENT

MEMORANDUM

July 13, 2021

TO: Navajo Nation Branches, Division, and Department and Programs

FROM: 
Elizabeth Begay, Acting Controller
Office of the Controller

SUBJECT: Fiscal Year 2021 Year-End Closing Timeline

This memo will serve as notification to all concerned that the following year end processing dates for the closing of the Fiscal Year 2021 activities for all General Funds programs which fund term ends on September 30, 2021. **The FMIS System will be unavailable September 30, 2021, therefore this will be the only notice provided from the Office of the Controller.** Please plan ahead as it is not guaranteed that your documents will be processed. The limiting factor depends on the workload. Do not wait to submit documents. This is customary for the entire Navajo Nation for many years.

All managers and supervisors are required to follow and enforce the following schedule:

<u>EXPENDITURE INSTRUMENTS</u>	<u>CUT-OFF DATES BY 5:00PM</u>
Budget Transfers (submitted, entered prior to PR).....	August 31, 2021
Purchase Requisitions and 6B Order Requisitions (OR's) (Approved and stamped by Purchasing).....	September 03, 2021
Travel Reimbursement Claims.....	September 10, 2021
Stationery Supply Orders(SSO).....	September 10, 2021
Purchase Orders (PO)/Blanket Orders.....	September 10, 2021
Contractual Agreements (Executed and received by Purchasing).....	September 17, 2021
Request for Direct Payment (RDP policy applies).....	September 10, 2021
Pcard – last day to use the Operations purchase card @ 5pm.....	August 20, 2021
Pcard – last day to use the Travel purchase card @ 5pm	September 10, 2021
Field Cash Collection – 5pm.....	September 24, 2021
Receiving Reports with Invoices (PO's and Blanket PO's).....	September 22, 2021
Merchant Card Payments (12:00 pm).....	September 29, 2021
Inter- Departmental Charges Requisitions (ICR) (i.e. photocopying, postage, vehicle rental etc.).....	September 24, 2021
Cash Receipts – (invoice matching due 12 pm.).....	September 29, 2021
(Treasury ACH payment & all others over the counter cash payment due 12 pm.)	September 29, 2021
JV request (General Fund).....	October 08, 2021

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Fiscal Year 2021 Year End Closing Timelines

REMINDERS

All purchase orders/blanket orders will close or cancel on September 30, 2021 with the exception of external grant awards ending at a later date.

Refrain from submitting incomplete documentation merely to meet the deadlines given above. Incomplete documentation will be returned to the respective programs/departments and will not be considered.

****The last day to use the purchase card is individually specified for Operations and Travel Pcards based on two dates so as to ensure posting of all transactions with no carryover into the new Fiscal Year:**

Operations Pcard Friday, August 20, 2021

Travel Pcard Friday, September 10, 2021

Some external grants awards (i.e. business unit number (s) K200XXX) will also end as of September 30, 2021 and adherence to the deadlines set forth in memorandum will be necessary.

Distribution