

# THE NAVAJO NATION

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JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



## Memorandum

September 13, 2022

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 03-14, 2022**

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 03, 2022 to, 5:00pm, Friday, October 14, 2022.** 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 Jeremy Ben, Accounting Manager, at 928-871-6142.

CONCURRENCE:

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