

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



Memorandum

September 10, 2021

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 1-14, 2021**

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, Friday, October 01, 2021 to, 5:00pm, Thursday, October 14, 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, 928-729-4103 or call Jeremy Ben, Accounting Manager, at 928-871-6142.

CONCURRENCE:



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