


THE NAVAJO NATION

JONATHANNEZ | PRESIDENT MYRONLIZER | VICE PRESIDENT

MEMORANDUM

July 20, 2022

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

FROM: Elizabeth Begay, Acting Controller
Office of the Controller 

SUBJECT: Fiscal Year 2022 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 2022 activities for all General Funds programs which fund term ends on September 30, 2022. **The FMIS System will be unavailable September 30, 2022, 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, 2022
Purchase Requisitions and 6B Order Requisitions (OR's) (Approved and stamped by Purchasing).....	September 02, 2022
Travel Reimbursement Claims.....	September 9, 2022
Stationery Supply Orders(SSO).....	September 14, 2022
Contractual Agreements (Executed and received by Purchasing).....	September 16, 2022
Request for Direct Payment (RDP policy applies).....	September 9, 2022
Pcard – last day to use the Operations purchase card @ 5pm.....	August 19, 2022
Pcard – last day to use the Travel purchase card @ 5pm	September 9, 2022
Field Cash Collection – 5pm.....	September 23, 2022
Receiving Reports with Invoices (PO's and Blanket PO's).....	September 21, 2022
Merchant Card Payments (12:00 pm).....	September 29, 2022
Inter- Departmental Charges Requisitions (ICR) (i.e. photocopying, postage, vehicle rental etc.).....	September 23, 2022
Cash Receipts – (invoice matching due 12pm.).....	September 29, 2022
(Treasury ACH payment & all others over the counter cash payment due 12pm)	September 29, 2022
JV request (General Fund).....	October 07, 2022

Memo date July 20, 2022
Fiscal Year 2022 Year End Closing Timelines

REMINDERS

All purchase orders/blanket orders will close or cancel on September 30, 2022 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 19, 2022
Travel Pcard Friday, September 9, 2022

Some external grants awards (i.e. business unit number (s) K200XXX) will also end as of September 30, 2022 and adherence to the deadlines set forth in memorandum will be necessary.

Distribution