

TO : ALL CONCERNED.

FROM : _____
Joe Doe, Supervisor
Contract Accounting
Office of Controller

DATE : January 09, 2018

SUBJECT : PERSONNEL ACTION FORM - FINAL CLEARANCE

REF : Sally Doe, Senior Accounting

_____ Has returned all Navajo Nation property issued to him/her and is now cleared for final salary payment.

_____ Has not returned all Navajo Nation property issued to him/her listed below which the employee will be required to return or pay for from final payroll check in amount indicated.

PROPERTY NUMBER	SERIAL NUMBER	DESCRIPTIONS	TOTAL COST

Signature of Employee

Date

cc: Property Management Department