



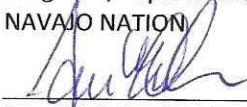
DR. BUU NYGREN *PRESIDENT*

RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáądi Nitsáhákees

MEMORANDUM

TO: Programs/Departments/Division
NAVAJO NATION

FROM: 
Sean McCabe, Interim Controller
Navajo Nation Office of the Controller

DATE: August 29, 2023

SUBJECT: Request for Direct Payment (RDP)

This memorandum is a reminder that there has been an existing RDP Policy in place since September 1, 1998. The policy indicates the RDP is **ONLY** for goods and services when the transaction does not warrant the issuance of an official purchase order to a vendor. Typically, these represent low dollar value and/or where no value would be added by issuing a purchase order. A purchase order is generally required if the price should be reviewed and could potentially be negotiated; or the terms and conditions are required to protect the Nation (e.g., the right to recourse for failure to perform).

RDPs will only be processed for the following types of expenditures:

1. Insurance Premiums and Bonding Charges
2. Registration Fees for continuing professional education, training, seminars and related materials
3. Financial assistance and Loan proceeds disbursements
4. Postage, Postage meter rental and express mail services
5. Post Office Box fees
6. Real Estate (land) lease payments
7. Business related licenses, permits and dues
8. Classified or print media advertising, radio announcements
9. Subscriptions
10. Refunds-background check, tax, and over payment on loans
11. Utility payments; electric, water, gas, waste
12. Telephone and Internet providers
13. Payment for Traditional Ceremonies
14. Unplanned emergency equipment repairs (with strong justification)

The RDP process is NOT to be used as a method to pay invoices for products or services AFTER THE FACT when a PO or Service Contract should have been issued and sent to the vendor at the beginning of the transaction. Our office is noticing that many programs are still attempting to use the RDP in lieu of the Nation's procurement process. To that end, OOC is requiring programs to use the FMIS 6B process; and to ensure compliance, our office reserves the right to refuse approval of any RDP submitted in lieu of a PO or Service Contract.

Thank you for your cooperation and understanding.