



DR. BUU NYGREN *PRESIDENT*


RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáądi Nitsáhákees

Memorandum

December 6, 2023

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
January 02-08, 2024**

Office Supply Center will be closed, due to Quarterly 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, Tuesday, January 02, 2024, to 5:00pm, Monday, January 08, 2024. 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 extension 928-729-4103, or call Darlene James, Program Manager, at 928-729-4000.

CONCURRENCE:


Darlene James, Program Manager
Property Management/Supply Center/OOC



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M-E-M-O-R-A-N-D-U-M

TO: ALL DEPARTMENTS

FROM:

DocuSigned by:

Darlene James

Darlene James, Program Manager
Property Management Department

DATE: December 4, 2023

SUBJECT: DELEGATION OF AUTHORITY

I will be on leave from December 4, 2023, to December 15, 2023. During such time, Jeanine Jones will be delegated on my behalf to sign routine documents and make decisions on daily operation.

Your cooperation is greatly appreciated. If you have further questions, please email me at djames@nnooc.org

Thank you.

ACKNOWLEDGED:



Jeanine M Jones
Internal Auditor, OOC

Cc: Sean McCabe, Interim Controller, OOC
Cc: Serina Jesus, Administrative Assistance, Supply Center