




**DR. BUU NYGREN** *PRESIDENT*  
**RICHELLE MONTOYA** *VICE PRESIDENT*

**The Navajo Nation | Yideeskáadi Nitsáhákees**

## Memorandum

September 05, 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  
October 02-13, 2023**

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, Monday, October 02, 2023 to, 5:00pm, Friday, October 13, 2023.** 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:

  
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Darlene James, Program Manager  
Property Management Department/Office of the Controller