

# THE NAVAJO NATION

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JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



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## Memorandum

December 14, 2022

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 03-09, 2023**

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 03, 2023 to, 5:00pm, Monday, January 09, 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 extension, 729-4103 or call Jeremy J Ben, Accounting Manager, at 928-871-6142.

CONCURRENCE:

  
Jeremy J Ben, Accounting Manager  
Office of the Controller, Navajo Nation