



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

**The Navajo Nation | Yideeskáadi Nitsáhákees**

## Memorandum

December 11, 2024

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 2-8, 2025**

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, Thursday, January 02, 2025, to 5:00pm, Wednesday, January 08, 2025.** 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



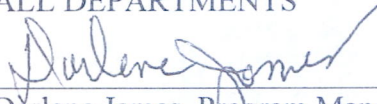
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MEMORANDUM:

TO : ALL DEPARTMENTS

FROM :   
Darlene James, Program Manager  
Property Management Department

DATE : November 18, 2024

SUBJECT : STANDING DELEGATION OF AUTHORITY


This is a Standing Delegation of Authority for Property Management Department. In my absence, the delegated staff will handle administrative duties and sign routine documents for daily operation.


The routine duties do not include approved legislation specifically appointing the Program Manager as the person responsible for handling matters. Such matters may be referred to the Assistant Controller.

If you have question give us a call. Thank you for your cooperation.

ACKNOWLEDGED:

  
Myron Tsosie, Property Supervisor

  
Serina Jesus, Administrative Assistant  
Office Supply Center

  
Josef Coleman, Jr., Property Clerk