




## Memorandum

March 5, 2025

To : All Customers:  
Navajo Nation Branches, Departments,  
Chapters and Programs

From :   
Serina Jesus, Administrative Assistant  
Office Supply Center, Office of the Controller

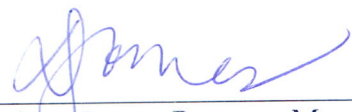
Subject : **Temporary Closure of Office Supply Center  
April 1-7, 2025**

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, Tuesday, April 01, 2025, to 5:00pm, Monday, April 07, 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