



DR. BUU NYGREN PRESIDENT
RICHELLE MONTOYA VICE PRESIDENT

The Navajo Nation | Yideeskáądi Nitsáhákees

MEMORANDUM

July 16, 2024

TO: Navajo Nation Branches, Division, and Department and Programs

FROM: Sean McCabe, CPA, Controller, Navajo Nation Office of the Controller

DocuSigned by: Sean McCabe, CPA B7B65B890E0F410...

SUBJECT: Fiscal Year 2024 Year-End Closing Timeline

This memo will serve as notification to all concerned that the following year end processing dates for the closing of the Fiscal Year 2024 activities for all General Funds programs which fund term ends on September 30, 2024. The FMIS System will be unavailable on September 30, 2024, therefore this will be the only notice provided from the Office of the Controller. Please prepare/plan as it is not guaranteed that your documents will be processed. The limiting factor depends on the workload. Do not wait to submit documents. This has been and is customary for the entire Navajo Nation for many years, please adhere accordingly.

All managers and supervisors are required to follow and enforce the following schedule:

Table with 2 columns: EXPENDITURE INSTRUMENTS and CUT-OFF DATES BY 5:00PM. Lists various financial instruments and their respective closing deadlines.



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Memo date July 16, 2024  
Fiscal Year 2024 Year End Closing Timelines

## REMINDERS

All purchase orders/blanket orders will close or cancel on September 30, 2024, with the exception of external grant awards ending at a later date.

Refrain from submitting incomplete documentation merely to meet the deadlines given above. Incomplete documentation will be returned to the respective programs/departments and will not be considered.

\*\*The last day to use the purchase card is individually specified for Operations and Travel PCards based on two dates to ensure posting of all transactions with no carryover into the new Fiscal Year:

**Operations PCard Friday, September 13, 2024**

**Travel PCard Friday, September 20, 2024**

Some external grants awards (i.e., business unit number(s) K200XXX) will also end as of September 30, 2024, and adherence to the deadlines set forth in memorandum will be necessary.

## **Distribution**