



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

MEMORANDUM

June 20, 2018

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

THROUGH : Pearlline Kirk, Controller Office of the Controller

FROM : Janice Haskie, Accounting Manager Purchasing Services, Office of the Controller

SUBJECT : Fiscal Year 2018 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 2018 activities for all General Funds programs which fund term ends on September 30, 2018. The FMIS System will be unavailable September 30, 2018, therefore this will be the only notice provided from the Office of the Controller. Please plan ahead as it is not guaranteed that your documents will be processed. The limiting factor depends on the workload. This is customary for the entire Navajo Nation for many years.

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 items like Budget Transfers, Purchase Requisitions, etc. with their respective deadlines.

REMINDERS

\* All purchase orders will close or cancel on September 30, 2018, no carry forwards.

\*\*The last day to use the purchase card will be Friday, September 21, 2018 for all FY'18 expenditures to post by September 28, 2018.

Cycle End Date	; September 28, 2018
Reminder Period	; September 29 – October 01, 2018
Grace Period	; October 02, 2018
Approval Period	; October 03 - 07, 2018
Down Load	; October 08 - 09, 2018

This will close out All FY'2018 Purchase Card expenditures.

Some external contracts and grants (i.e. business unit numbers beginning with the letter K) will also be terminating on September 30, 2018 and shall adhere to the deadlines set forth in memorandum.

**Distribution**