

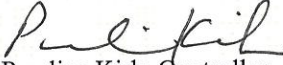
# THE NAVAJO NATION

JONATHANNEZ | PRESIDENT MYRONLIZER | VICE PRESIDENT

## MEMORANDUM

July 31, 2020

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

FROM :   
Pearline Kirk, Controller  
Office of the Controller

SUBJECT : Fiscal Year 2020 Year-End Closing Timeline

This memo will serve as notification to all concerned of the important year-end processing deadlines for the closing of the Fiscal Year 2020 activities of all General Fund programs which end on September 30, 2020. Please review the information contained in this document and share it with the appropriate individuals in your programs/departments. **The FMIS System will be unavailable September 30, 2020, 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.

Departments and Programs are strongly encouraged to begin reviewing your budget reports and ledger statements now. Promptly research any unusual or incorrect items and submit journal vouchers to correct or transfer the charges as necessary. This will ensure that department and program managers have a clear picture of their financial performance and ensure the overall accuracy of the Navajo Nation's financial information as fiscal year 2020 draws to a close.

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

<u>EXPENDITURE INSTRUMENTS</u>	<u>CUT-OFF DATES BY 5:00PM</u>
Budget Transfers (submitted, entered prior to PR).....	August 28, 2020
Purchase Requisitions and 6B Order Requisitions (OR's) (Approved and stamped by Purchasing).....	September 04, 2020
Stationery Supply Orders(SSO).....	September 11, 2020
Purchase Orders.....	September 11, 2020
<b>P-Card – last day to use the purchase card @5pm.....</b>	<b>September 11, 2020</b>
Travel Advances can be used in lieu of the Pcard for travel after September 11, 2020	
Contractual Agreements (Executed By NN President and stamped by Purchasing).....	September 18, 2020
Request for Direct Payment (RDP policy applies).....	September 18, 2020
Field Cash Collection – 3pm.....	September 18, 2020
Receiving Reports.....	September 18, 2020
Merchant Card Payments (12:00 pm).....	September 25, 2020
Inter- Departmental Charges Requisitions (ICR) (i.e. photocopying, postage, vehicle rental etc.).....	September 25, 2020
Cash Receipts – (invoice matching due 12 pm.) (Treasury ACH payment & all others over the counter cash payment due 12 pm.)	September 25, 2020
JV request (General Fund)	October 09, 2020

Memo date July 8, 2020  
Fiscal Year 2020 Year End Closing Timelines

REMINDERS

\* All purchase orders/blanket orders will close or cancel on September 30, 2020 with the exception of external grant awards ending at a later date.

\*\*The last day to use the purchase card will be Friday, September 11, 2020 for all FY'20 expenditures to post by September 18, 2020.

**CARDS ARE PROGRAMMED FOR AUTOMATIC SUSPENSION FROM SEPTEMBER 12 – 30, 2020 AND WILL REACTIVATE ON OCTOBER 01, 2020.**

Cycle End Date	<b>September 18, 2020</b>
Reminder Period	<b>September 19 – September 22, 2020</b>
Grace Period	<b>September 23, 2020</b>
Approval Period	<b>September 24 – September 28, 2020</b>
Download	<b>September 29 – September 30, 2020</b>

**This will close out all FY' 2020 Purchase Card expenditures.**

Some external grants awards (i.e. business unit number (s) K200XXX) will also end as of September 30, 2020 and adherence to the deadlines set forth in this memorandum will be required.

Thank you for your understanding and cooperation.

**Distribution**