



# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

## Memorandum

September 05, 2017

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

A handwritten signature in black ink, appearing to read "Serina Jesus", written over a horizontal line.

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

Subject : **Temporary Closure of Office Supply Center  
October 02-13, 2017**

Office Supply Center will be closed, due to Annual 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, Monday, October 02, 2017 to, 5:00pm, Friday, October 13, 2017.** 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, 928-729-4103 or call Janice Haskie, Accounting Manager, at 928-871-6142.

CONCURRENCE:

A handwritten signature in black ink, appearing to read "Janice Haskie", written over a horizontal line.

Janice Haskie, Accounting Manager  
Office of the Controller, Navajo Nation