



**THE
NAVAJO NATION**

office of the Controller
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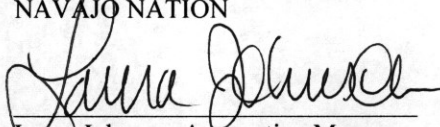
Ben Shelly
President

Rex Lee Jim
Vice-President

March 13, 2015

MEMORANDUM

TO: Programs/Departments/Divisions
NAVAJO NATION

FROM: 
Laura Johnson, Accounting Manager
OFFICE OF THE CONTROLLER

SUBJECT: Purchase Card (PCard) Operations for External Funded Accounts

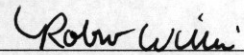
The Office of the Controller continues to receive numerous requests for activation of Operations PCard for External Funded Accounts (K Accounts). The P Card Section continues to send memorandums to PCards holders to collect all outstanding packets. As of the date of this memorandum some programs have submitted outstanding packets, while others continue to ignore submitting required financial documentation.

The following remain concerns regarding PCards assigned to Federal/External Accounts (K Accounts):

- 1) There are numerous External and Internal Audit Findings regarding PCard transactions for K Accounts
- 2) There are numerous Federal Audit Review findings regarding PCard transactions for K Accounts
- 3) Majority of the findings are a complete disregard of the Navajo Nation Procurement Policy by programs
- 4) Disallowed costs are a result of findings
- 5) All PCard transactions are after the fact transactions
- 6) Payroll deduction still needs to occur for disallowed cost from PCard holders
- 7) P Card packets/transactions/supporting documentation are Navajo Nation Property and is addressed in NN Personnel Policies Manual, XIII. Discipline of Employees, Section G. Table of Penalties, Offense No. 1 Removal, Offense No. 2 Removal, Offense No. 4 Removal, Offense No. 8 Removal, Offense No. 10 Removal, Offense No. 17 Removal, Offense No. 22 Suspension/Removal and Offense No. 24 Suspension/Removal.
- 8) Supervisors and Managers are held responsible for enforcing PCard policies for collections of unauthorized transactions.
- 9) PCard transactions are not reconciled and approved in accordance to Commercial Card Cardholder Agreements

Until all of the above are completed/addressed we cannot approve the requests made for operations on K Account PCards. Thank you for your cooperation and understanding.

CONCURRENCE:

 **MAR 17 2015**
Robert Willie, Acting Controller

cc: Ben Shelly, President Navajo Nation
Lorenzo Bates, Speaker Navajo Nation Council, Legislative Branch
Honorable Chief Justice Herb Yazzie, Judicial Branch
Deswood Tome, Chief of Staff, Executive Branch
Division Directors Navajo Nation
Elsie Julian, PCard Supervisor, Accounts Payable Section OOC
Accounting Managers

