MEMORANDUM

June 21, 2018

TO: Programs/Departments/Divisions
NAVAJO NATION

FROM: Pearline Kirk, Controller
OFFICE OF THE CONTROLLER

SUBJECT: Reminder - Request for Direct Payments ("RDP") Form/Policy

This memorandum is a reminder that there is an existing RDP Policy in place since September 1, 1998. Such policy is ONLY for direct payment for goods and services when the transaction does not warrant the issuance of an official purchase order to a vendor. Typically, these represent low dollar value or where no value would be added by issuing a purchase order.

Our office will only process RDP for the following types of expenditure:

1. Insurance Premiums and Bonding Charges
2. Registration Fees for continuing professional education, training and seminars and related materials
3. Financial assistance and Loan proceeds disbursements
4. Postage, Postage meter rental and express mail services
5. Real estate (land) lease payments
6. Business-related licenses, permits and dues
7. Classified or print media advertising
8. Refunds-background check, tax, and over payments on loans.

Our office is noticing the increased trend using RDPs in lieu of the Nation's procurement process; therefore, this RDP policy will be strictly enforced. OOC relies on programs to submit timely, correct and completed forms and with all required supporting documents for proper payment for authorized purchases. To that end, OOC is also requiring programs to use the FMIS 6B rollout so that purchases can be expedited. Programs will need to comply with the FMIS 6B roll out dates as specified by Division/branch in accordance with memo issued May 17, 2018. Note those that are on currently on 6B are successful in getting purchases expedited and with zero audit findings. Any Division/Programs that want to pursue 6B rollout at any time is highly encouraged to contact our office.

Thank you for your cooperation and understanding.

ATTACHMENTS

cc:
Russell Begaye, President Navajo Nation
Lorenzo Bates, Speaker Navajo Nation Council, Legislative Branch
Honorable Chief Justice Joanne Jayne, Judicial Branch
Robert Joe, Chief of Staff, Executive Branch
Division Directors Navajo Nation
OOC Accounting Managers