

DR. BUU NYGREN PRESIDENT RICHELLE MONTOYA VICE PRESIDENT

The Navajo Nation | Yideeskáadi Nitsáhákees

MEMORANDUM

July 13, 2023

TO: Navajo Nation Branches, Division, and Department

and Programs

FROM: Sean McCabe, CPA

Interim Controller

Navajo Nation Office of the Controller

SUBJECT: Fiscal Year 2023 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 2023 activities for all General Funds programs which fund term ends on September 30, 2023. **The FMIS System will be unavailable September 29, 2023, therefore this will be the only notice provided from the Office of the Controller.** Please prepare/plan as it is not guaranteed that your documents will be processed. The limiting factor depends on the workload. Do not wait to submit documents. This has been and is customary for the entire Navajo Nation for many years, please adhere accordingly.

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

EXPENDITURE INSTRUMENTS.	CUT-OFF DATES BY. 5:00PM
Budget Transfers (submitted, entered prior to PR)	September 01, 2023
Purchase Requisitions and 6B Order Requisitions (OR's) (Approved and stamped by Purchasing.)	September 08, 2023
Travel Reimbursement Claims	September 15, 2023
Stationery Supply Order (SSO)	September 13, 2023
Contractual Agreements (Executed and received by Purchasing.)	September 15, 2023
Request for Direct Payment (RDP policy applies.)	September 15, 2023
PCard – Final day to utilize the Operations purchase card @ 5 pm	September 08, 2023
PCard – Final day to use the Travel purchase card @ 5 pm	September 15, 2023
Field Cash Collection – 5 pm.	September 22, 2023
Receiving Reports with Invoices (PO's and Blanket PO's)	September 19, 2023
Merchant Card Payments (12:00 pm)	September 28, 2023
Inter-Departmental Charges Requisitions (ICR) (i.e., photocopying postage, vehicle rental etc.)	October 05, 2023
Cash Receipts – (Invoice matching due 12 pm.)	September 28, 2023
(Treasury ACH payment & all others over the counter cash payment due 12 pm.)	September 28, 2023
JV request (General Fund)	October 05, 2023



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REMINDERS

All purchase orders/blanket orders will close or cancel on September 29, 2023, with the exception of external grant awards ending at a later date.

Refrain from submitting incomplete documentation merely to meet the deadlines given above. Incomplete documentation will be returned to the respective programs/departments and will not be considered.

**The last day to use the purchase card is individually specified for Operations and Travel PCards based on two dates to ensure posting of all transactions with no carryover into the new Fiscal Year:

Operations PCard Friday, September 08, 2023 Travel PCard Friday, September 15, 2023

Some external grants awards (i.e., business unit number(s) K200XXX) will also end as of September 30, 2023, and adherence to the deadlines set forth in memorandum will be necessary.

Distribution