



DR. BUU NYGREN PRESIDENT
RICHELLE MONTOYA VICE PRESIDENT

The Navajo Nation | Yideeskáądi 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:

Table with 2 columns: EXPENDITURE INSTRUMENTS and CUT-OFF DATES BY 5:00PM. Lists various financial instruments and their respective deadlines from September 01 to October 05, 2023.



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Memo date July 13, 2023
Fiscal Year 2023 Year End Closing Timelines

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