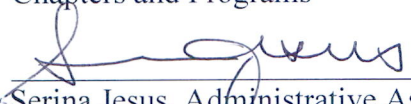




Memorandum

September 3, 2025

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

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

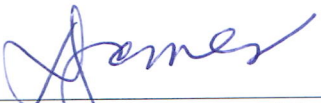
Subject : **Temporary Closure of Office Supply Center
October 01-14, 2025**

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, Wednesday, October 01, 2025 to, 5:00pm, Tuesday, October 14, 2025. 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 (928) 729-4103 or call Darlene James, Accounting Manager, (928) 729-4000.

CONCURRENCE:



Darlene James, Program Manager
Property Management Department/Office of the Controller