



MEMORANDUM

July 14, 2025

TO: Navajo Nation Branches, Division,
and Department and Programs

FROM: Sean McCabe, CPA
Controller
Navajo Nation Office of the Controller

SUBJECT: Fiscal Year 2025 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

2025 activities for all General Funds programs which fund term ends on September 30, 2025. **The FMIS System will be unavailable on September 30, 2025, therefore this will be the only notice provided by 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

Request increase for Revenue Projection.....	August 15, 2025
Budget Transfers (submitted, entered prior to PR)	September 08, 2025
Purchase Requisitions and 6B Order Requisitions (OR's) (Approved and stamped by Purchasing.)	September 12, 2025
Travel Reimbursement Claims	September 12, 2025
Contractual Agreements (Executed and received by Purchasing.)	September 12, 2025
Request for Direct Payment (RDP policy applies.)	September 12, 2025
PCard – Final day to utilize the Operations purchase card @ 5 pm.....	September 19, 2025
PCard – Final day to use the Travel purchase card @ 5 pm.....	September 19, 2025
Field Cash Collection – 5 pm.....	September 19, 2025
Receiving Reports with Invoices (PO's and Blanket PO's)	September 17, 2025
Merchant Card Payments (12:00 pm)	September 29, 2025
Inter-Departmental Charges Requisitions (ICR) (i.e., photocopying postage, vehicle rental etc.)	September 24, 2025
Cash Receipts – (Invoice matching due 12 pm.)	September 29, 2025
(Treasury ACH payment & all others over the counter cash payment due 12 pm.)	September 29, 2025
JV request (General Fund)	September 24, 2025



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*

Yideeskáadi Nitsáhákees | *Think for the Future*

Memo date July 14, 2025

Fiscal Year 2025 Year End Closing Timelines

REMINDERS

All purchase orders/blanket orders will close or cancel on September 30, 2025, 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 19, 2025

Travel PCard Friday, September 19, 2025

Some external grants awards (i.e., business unit number(s) K200XXX) will also end as of September 30, 2025, and adherence to the deadlines set forth in the memorandum will be necessary.

Distribution