THE NAVAJO NATION
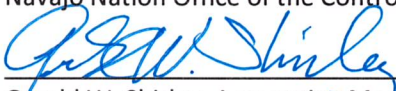
JONATHAN NEZ | PRESIDENT   MYRON LIZER | VICE PRESIDENT

MEMORANDUM

TO: NAVAJO NATION PROGRAMS

THRU: Pearline Kirk, Controller
                Navajo Nation Office of the Controller

FROM: _____
                Gerald W. Shirley, Accounting Manager
                Accounts Payable/Pcard
                Navajo Nation Office of the Controller

DATE: May 21, 2020

SUBJECT: New Procedure for Pcard CCER Packet submissions to OOC

Effective April 2020 cycle period, CCER packets should be submitted as scanned files in PDF format. Any other submission JPEG, GIF, etc. will not be accepted as substitutes. The Pcard section is doing this to minimize contact with documents submitted by Nation Pcard holders. This change in protocol is in direct response to the COVID-19 state of emergency.

The CCER packets must be complete with the following documents attached:
- Closed Statement with proper approval signature
- Approved Statement
- Cardholder Review Statement
- Approved and Completed Travel Authorization Form
    - Off Reservation Memo
    - Trip Report
    - Mileage Report
    - Agenda/reason for travel
        - Sign in sheet
- Zero Balance Hotel Receipt
- Itemized Receipts for meals
- Airfare receipts
- All other receipts expensed to the assigned PCard

Documents scanned must be LEGIBLE and in proper order. You will be requested to resubmit your scanned documents if they are not scanned properly or the packet is incomplete. All CCER packets are to be sent as attachments to the following email address: pcarddocuments@nnooc.org. In the subject line of the email please indicate the name of the Pcard holder followed by Program/Department (i.e. Subject: John Smith – Office of the Controller). If more than one CCER packet is to be submitted, please indicate in the subject line only the Department but list the individuals in the body of the email.