



THE NAVAJO NATION

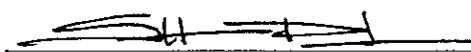
RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

## ***RISK MANAGEMENT PROGRAM***

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### MEMORANDUM

TO : Navajo Nation Programs, Departments, and Divisions.

FROM :   
Shawnevan Dale, Program Supervisor II  
Risk Management Program

DATE : September 22, 2016

RE : Insurance Cards-FY 2017

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This memo shall serve as notification that the Risk Management Program *will not* be releasing new (FY2017) automobile insurance cards and Verification of Coverages for General Funded business units prior to Oct. 3, 2016.

The reason for this decision is that Interdepartmental Charge Requisitions (ICR) will not be encumbered until the first business day of the new fiscal year. Any ICRs submitted to Office of the Controller (OOC) prior to that will not be approved in the current Fiscal Year Budget. Inquiries in regards to that decision can be addressed to OOC.

We can process requests for Business Units that are "K" Accounts and Navajo Nation Chapter provided they submit an encumbered ICR (NN) or a receipt of payment from Cashiers (Chapters).

An incomplete Underwriter Exposure Summary (UES) form and missing documents will result in a delay of processing, we will not process partial documents or incomplete packets. You will be given written notice of the missing/required documents. All UES and Insurance will be processed in chronological order (First-in, First-out). If you should have any questions please contact our office, we appreciate your understanding and cooperation. Thank you.

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