



**THE NAVAJO NATION**

**RUSSELL BEGAYE PRESIDENT**  
**JONATHAN NEZ VICE-PRESIDENT**

November 13, 2015

**MEMORANDUM**

**TO: Branches, Divisions, Departments, & Offices**  
**NAVAJO NATION**

**FROM:**   
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Pearl Lee, Program Manager I  
Navajo Nation Telecommunication & Utilities (NNTU)  
Division of General Services

**SUBJECT: Navajo Nation Wireless Equipment Procurement & Payment Processing**

In accordance with Navajo Nation Wireless Policy & Procedures (GSCN-47-10) and a recent meeting held with Office of the Controller, all procurement and payment to wireless service providers; Cellular One, Business Solutions, Verizon, AT&T, T-Mobile, Sprint & etc. will require our office, NNTU, signed off prior to processing. See below:

- 1) All procurement for wireless phone & devices shall be charged to 4210: Non-Cap Furniture & Equipment and processed on a Purchase Requisition. It will require signoff by NNTU and Property Management.
- 2) All payment requests for monthly service cost shall be charged to 5620-Cellular and processed on a Purchase Requisition. It will require signoff by NNTU.

Any requests not in compliance with the above will be returned by Office of the Controller to the department beginning Monday, November 16, 2015 for proper action. If you have any questions, please contact Clarinda Begay, Accounts Maintenance Specialist at (928) 871-7745 or email her at [clarindabegay@navajo-nsn.gov](mailto:clarindabegay@navajo-nsn.gov)

Xc: Lorena Eldridge, Accounting Manager, Office of the Controller  
Elsie Julian, Senior Accountant, AP/P-Card, Office of the Controller  
Robert Willie, Acting Controller, Office of the Controller  
Harry Tso, Acting Property Supervisor, Property Management  
Clarinda Begay, Accounts Maintenance Specialist, NNTU  
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