THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

# MEMORANDUM

TO: All Navajo Nation Divisions, Departments, and Programs

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

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

DATE: April 6, 2020

SUBJECT: New Travel and Pcard Policies

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Given the difficulties over the last couple of weeks it is easy to overlook that the Budget and Finance Committee had approved the revised Travel and Pcard policy (BFJA-04-20) which will apply for all **External** and **General** funded programs of the Navajo Nation. However, notwithstanding the challenges faced on the Navajo Nation, it is still important to remind people and programs that the new Travel and Pcard policies are in effect as of **April 01, 2020**. Prior to implementation, the Office of the Controller allowed for a transitionary period so that programs could adjust and implement procedures and/or guidelines to account for the new policies. The transitionary period has passed and the new policies for Travel and Pcard are in effect as of **April 01, 2020**.

Also, Contract Accounting section will adopt and implement the new policy guidelines as part of their work. There will be **no compromise regarding the implementation** of the polices. Any travel and/or Pcard activity beginning **April 01, 2020** will be governed by the new policies.

The new Travel and Pcard policy are available on the website http://www.nnooc.org/PCard.html for the Navajo Nation Office of the Controller along with additional information to differentiate the latest changes in the policy. Additionally, the Pcard section will incorporate the new policies in its scheduled training.