



DATE

**MEMORANDUM**

TO: Veronica Laughter, Program Manager I  
NN Telecommunication & Utilities (NNTU)  
Division of General Services

FROM: [Redacted]  
[Redacted] Manager Name and Position Title  
[Redacted] Department Name  
[Redacted] Division Name

SUBJECT: **Wireless Account(s) for Cellular One Account Number or Verizon Account Number**

I hereby designate Name & Title as the point of contact for our account. Below is their contact information:

- Direct office phone number:
- Email address:
- Department mailing address:
- Main office number:

This designated point of contact(s) is authorized for the following:

- Access the account.
- Ensure the assigned employees have read and understand the Procedure 7, 8, & 9 of the Navajo Nation Wireless Phone Service & Equipment Policy & Procedures
- Adhere to NN Procurement Policy & Procedures. Whereby, all procurement of equipment and accessories requires approval by Office of the Controller (OOC) through the OR/PO process; RDP or PCard Process (if eligible) for monthly service cost.
- Ensure monthly invoices are received and processed in a timely manner to avoid disconnection(s).
- Monitor and handle any excessive data usage per device.
- Notify our office of any changes in inventory; and maintain annual inventory of all service lines & equipment.
- Handle all wireless service inquiries from the vendor and users.

We have also attached our completed Wireless Device Assignment forms for each device assigned to our office.

Xc: Wireless Device Assignment forms  
Chrono file