

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



Date:

MEMORANDUM

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

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

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

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:
- Department shipping address:
- Main office number:
- Fax number:

This designated point of contact(s) will be the authorized individual for the following:

- Access the account
- Maintain inventory of all service lines & equipment and notify our office of any changes
- 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 requires approval by Office of the Controller (OOC) through the PR/PO process, PR/RDP conversion process, or PR/PCard Process (if eligible).
- Ensure payments are processed timely with submittal of a PR for payment of monthly service costs whether a check is issued or payment is made via PCard. Equipment is charged to 4210, accessories to 4420, and monthly services to 5620

In addition, attached is our completed inventory forms for each device and our FY20 Expenditure Authorization Signature Form (EASF) for the business unit where all charges will be applied.

Xc: file



Navajo Nation Telecommunication & Utilities
Morgan Blvd. Bldg. #2528 ~ P.O. Box 2928 Window Rock, Arizona 86515
Office: 928.871.7740 ~ Fax: 928.871.7741 ~ Website: www.mntu.navajo-nsn.gov



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