



DR. BUU NYGREN *PRESIDENT*
RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáadi Nitsáhákees

December 19, 2023

TRANSMITTAL

TO : Patrick Sandoval, Chief of Staff
Navajo Nation Office of President & Vice-President (NN OPVP)

FROM : Csh
Cordell Shortey, Contracting Officer
Contracts & Grants Section (CGS) / OMB

SUBJECT : Office Equipment and Supplies for OPVP Administrative Operations - Navajo Nation Fiscal Recovery Funds (NN FRF)

I. Information on Contract (per Original Award):

Office Equipment and Supplies for OPVP Administrative Operations	U.S. Treasury American Recovery Plan Act (ARPA)	21.027
Title of Contract	Funding Agency	CFDA No. - Federal
CJY-41-21	2022	03/11/2021 to 12/31/2026
Grant No.	Amount	Term - Begin and End Date
	\$ 684,400.00	

II. Data Entered in FMIS Regarding:

☒ New Contract or Grant Company No. 8059 Business Unit (K#) K2115399

☐ Contract Mod No. _____

☐ Amt of Budget Increase \$684,400.00 \$0.00 to \$684,400.00

AMOUNT FROM TO

☐ Budget Period - Extend End Date: From _____ To _____

☐ Other, specify: _____

Authorizing Document - Attached:

☐ Contract / Agreement - Date executed _____

☐ NNC / Committee Resolution - No. & Date _____

☒ Other, specify: Approved Memorandum of December 6, 2023 by President Dr. Nygren

III. Comments by CGS:

Budget received on December 11, 2023 is authorized for implementation pursuant to FY 2024 NN BIM Appendix K Section II and approved by President Dr. Nygren on December 6, 2023.

Attachment

Copy: Contract files
Contract Accounting / OOC / DPM
Tom Platero, Executive Director - NN FRF Office

Revised February 2023



The Navajo Nation **DR. BUU NYGREN** **PRESIDENT**
Yideeskáadi Nitsáhákees **RICHELLE MONTOYA** **VICE PRESIDENT**

December 6, 2023

Office of Management and Budget
Dominic Beyer, Executive Director
P.O. Box 646
Window Rock, AZ 86515



SUBJECT: APPROVAL of Navajo Nation Fiscal Recovery Funds (NNFRF) for office Equipment and Supplies for Office of OPVP Administration Operations.

By Resolution CJY-41-21, Navajo Nation Council established the Navajo Nation Fiscal Recovery Fund (NNFRF) and the Expenditure Authorization Process for ARPA funding. The resolution was signed into law on August 2, 2021. SECTION SEVEN of the resolution includes an immediate allocation of Navajo Nation Fiscal Recovery Funds to fund central support and regulatory programs.

The Navajo Nation Fiscal Recovery Fund Office submitted an eligibility determination packet on behalf of the President and Vice President for Office Equipment and Supplies for OPVP Administrative Operations. The Department of Justice has reviewed the form and determined the project eligible for NNFRF/ARPA administration cost. The following is a summary of their determination:

Description	Amount	Approved Expenditure Category
Office Equipment and Supplies for OPVP Administrative Operations	\$684,400.00	3.5, Public Sector Capacity: Administrative Needs.

Included with this memo is the DOJ eligibility determination form for the Fiscal Recovery Fund Office, Office of Management & Budget (OMB) and the Office of the Controller (OOC) records. Please establish the budget to move forward with this project.

Sincerely,

Dr. Buu Nygren, President
THE NAVAJO NATION

Attachments

cc: NNFRF Office
Office of the Controller
Office of Management & Budget

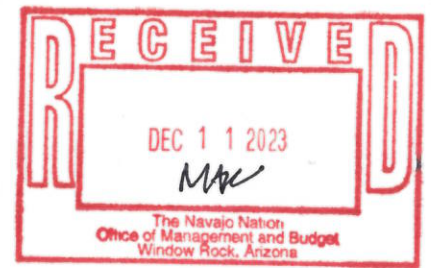




NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

ETHEL B. BRANCH
Attorney General

HEATHER CLAH
Deputy Attorney General



DEPARTMENT OF JUSTICE
INITIAL ELIGIBILITY DETERMINATION
FOR NAVAJO NATION FISCAL RECOVERY FUNDS



RFS/HK Review #: HKA0020

Date & Time Received: 11/01/2023 at 19:01

Date & Time of Response: 11/04/2023 at 16:10

Entity Requesting FRF: Navajo Nation Office of the President and Vice President

Title of Project: Office Equipment and Supplies for OPVP Administrative Operations

Administrative Oversight: Fiscal Recovery Fund Office

Amount of Funding Requested: \$684,400

Eligibility Determination:

- ☒ FRF eligible
☐ FRF ineligible
☐ Additional information requested

FRF Eligibility Category:

- ☒ (1) Public Health and Economic Impact
☐ (2) Premium Pay
☐ (3) Government Services/Lost Revenue
☐ (4) Water, Sewer, Broadband Infrastructure

U.S. Department of Treasury Reporting Expenditure Category: _____

3.5, Public Sector Capacity: Administrative Needs

Returned for the following reasons (Ineligibility Reasons/Paragraphs 5.E.(1)-(10) of FRF Procedures):

- | | |
|--|--|
| <input type="checkbox"/> Missing Form | <input type="checkbox"/> Expenditure Plan incomplete |
| <input type="checkbox"/> Supporting documentation missing | <input type="checkbox"/> Funds will not be obligated by 12/31/2024 |
| <input type="checkbox"/> Project will not be completed by 12/31/2026 | <input type="checkbox"/> Incorrect Signatory |
| <input type="checkbox"/> Ineligible purpose | <input type="checkbox"/> Inconsistent with applicable NN or federal laws |
| <input type="checkbox"/> Submitter failed to timely submit CARES reports | |
| <input type="checkbox"/> Additional information submitted is insufficient to make a proper determination | |

Other Comments: Please note that we have modified the requested expenditure code from 7.1 (Administrative Needs) to 3.5 (Public Sector Capacity: Administrative Needs) in order to be consistent with previously approved projects.

Name of DOJ Reviewer: Mel M. Rodis, Assistant Attorney General, Tax & Finance Unit

Signature of DOJ Reviewer: 

Disclaimers:

If additional information has been requested and you wish to provide it, please resubmit all the required forms updated to include the additional information. Full resubmission will expedite the Initial Eligibility Determination process. Therefore, please include a new RFS form indicating resubmission, revised Appendix A, Budget Form 1, and other supporting documents. **Please email your resubmission to arpa@nndoj.org.** Please be aware that under Resolution BFS-31-21 a Project or Program can only be reviewed twice, therefore it is critical that you include all the requested additional information for your second submission.

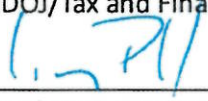
An NNDOJ Initial Eligibility Determination is based on the documents provided, which NNDOJ will assume are true, correct, and complete. Should the Project or Program change in any material way after the initial determination, the requestor must seek the advice of NNDOJ. An initial determination is limited to review of the Project or Program as it relates to whether the Project or Program is a legally allowable use – it does not serve as an opinion as to whether or not the Project or Program should be funded, nor does it serve as an opinion as to whether or not the amount requested is reasonable or accurate.

NAVAJO NATION FISCAL RECOVERY FUND



MEMORANDUM

TO : Mel Rodis, Assistant Attorney General
NNDOL/Tax and Finance Unit

FROM : 
Tom Platero, Executive Director
NAVAJO NATION FISCAL RECOVERY FUND OFFICE

DATE : November 1, 2023

SUBJECT : OPVP Administrative Cost Eligibility Determination Cost Supplement

The Navajo Nation Office of the President/Vice President is the Branch Chief of the Executive Branch of the Navajo Nation.

Following are expanded and detailed explanations for NNFRFO/ARPA administrative cost eligibility determination:

1. The equipment being requested under the administrative eligibility determination process will be used by staff within the Office of the President/Vice President. Office of the President/Vice President staff are involved in legal (all Council approved legislation, contracts, subrecipient agreements, etc. are reviewed and determined legally sufficient by the OPVP legal team), financial (the OPVP chief of staff, OPVP financial staff and agency representatives are involved in tracking the financial activities of the NNFRF/ARPA funding, they serve as a direct link to constituent questions on NNFRF/ARPA funding), organizational (OPVP is involved in coordinating effort to expand coordination of multiple divisions/departments/programs to further the initiatives of the NNFRF/ARPA funding, this is accomplished through their facilitation of meetings internal and external to the Navajo Nation to streamlines processes so NNFRF/ARPA funding can be expeditiously expended), managerial (the OPVP has issued an executive order to facilitate the timely processing of financial documents/164 packets, OPVP also works directly with division directors to issue directives to remedy issues/concerns related to NNFRF/ARPA projects), administrative (same as managerial), regulatory (OPVP works with the Navajo Nation regulatory agencies – NNEPA, NNDNR, NNDED, etc. to ensure timely reviews and

approvals of regulatory related authorizations to expedite NNFRF/ARPA projects), and reporting (OPVP has consistently worked with NNFRFO to ensure that all information is held to a high level of transparency, NNFRFO provides detailed information on all NNFRF/ARPA projects by posting information on tis website; additionally OPVP ensures that NNFRFO provides monthly reporting as it relates to NNFRF/ARPA business issuances by NNOMB on a monthly basis, bi-monthly financial reporting of financial expenditures, bi-monthly reporting of status of NNFRF/ARPA funded personnel, and weekly/monthly/quarterly reports in regards to the process of NNFRF/ARPA funded projects). The Navajo Nation Office of the President/Vice President is directly involved in multiple facets of NNFRF/ARPA.

2. The funds being requested will be all for central support and not for direct services or other programmatic expenses.
3. Attached is a corrected page 1 of Appendix A with the corrected amount to match the attached proposed budget.

If you have any additional questions, please let me know. Thank you.

**THE NAVAJO NATION
FISCAL RECOVERY FUNDS REQUEST FORM & EXPENDITURE PLAN
FOR NAVAJO NATION GOVERNMENT UNITS**

Part 1. Identification of parties.

NN Government Unit requesting FRF: Navajo Nation Office of the President and Vice President Date prepared: 10/9/23
Indicate Department, Program, Office, Division, or Branch

NN Government Unit's mailing address: 100 Parkway phone/email: 928-871-6000
Window Rock AZ 86515 website (if any): https://opvp.navajo-nsn.gov/

Form prepared by: Patrick Sandoval, Chief of Staff phone/email: 928-871-7000
Office of the Navajo Nation President and Vice President pj.sandoval@navajo-nsn.gov
CONTACT PERSON'S name, title and Department, Program, Office, etc. CONTACT PERSON'S info

Title & type of Project: Office Equipment and Supplies for OPVP Administrative Operations

NN Government Unit's Director or Manager: Patrick Sandavol, Chief of Staff phone & email: pj.sandoval@navajo-nsn.gov

Division Director (if any): Patrick Sandavol, Chief of Staff phone & email: pj.sandoval@navajo-nsn.gov

Branch Chief: Office of President and Vice President phone & email: 928-871-7000

Funding Recipient will be working with: Office of the President and Vice President - Executive Branch on the Project and
Indicate Branch and/or Division
the same will be submitting the Funding Request Package for Initial Eligibility Determination Review, and will have Administrative Oversight over this FRF Expenditure Plan.

List names or types of Subcontractors or Subrecipients that will be paid with FRF (if known):

Computer Systems Suppliers and Vendors ☒ document attached

Amount of FRF requested: \$684,400 FRF funding period: October 1, 2023 - December 31, 2026
Indicate Project starting and ending/leadline date

Part 2. Expenditure Plan details.

- (a) Describe the Program(s) and/or Project(s) to be funded, including how the funds will be used, for what purposes, the location(s) to be served, and what COVID-related needs will be addressed:

Funds will be used to purchase Office Supplies, non-capital assets(minor equip), computer equip, high speed internet services, consultants, and equipment. The OPVP is the chief executive office for the Navajo Nation. As such, the Office is responsible for working with all 110 Chapters and Internal/external elected officials to maximize services for the entirety of the Navajo People. Because of the daily interaction with constituents, it is imperative that the Office be appropriately equipped so that the administrative services are consistently provided to the Navajo People. The purchase of these items will ensure that OPVP is able to provide services in an environment that minimized person to person interactions. As the present time, the existing system not effective safe environment.

☐ document attached

- (b) Explain how the Program or Project will benefit the Navajo Nation, Navajo Communities, or the Navajo People:

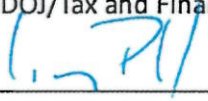
The Navajo People will receive services from the Navajo Nation Office of the President/Vice President through the development of a technologically advanced infrastructure that promotes a reducing in direct person-to-person contact. Thus reducing the probability of transferring the COVID-19 virus. The Navajo Nation's chief executive offices must take proactive measures to ensure the public's safety at all times. The procurement of these items will enable the Navajo Nation of the President/Vice President to take appropriate preventive measure toward the spread of COVID-19. ☐ document attached

NAVAJO NATION FISCAL RECOVERY FUND



MEMORANDUM

TO : Mel Rodis, Assistant Attorney General
NNDJ/Tax and Finance Unit

FROM : 
Tom Platero, Executive Director
NAVAJO NATION FISCAL RECOVERY FUND OFFICE

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☐ document attached

(b) Explain how the Program or Project will benefit the Navajo Nation, Navajo Communities, or the Navajo People:

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APPENDIX A

(c) Provide a prospective timeline showing the estimated date of completion of the Project and/or each phase of the Project. Disclose any challenges that may prevent you from incurring costs for all funding by December 31, 2024 and/or fully expending funds and completing the Program(s) or Project(s) by December 31, 2026:

November 1, 2023 to February 31, 2024.....RFP with Contract Development, Vendors and Suppliers
May 1, 2024 to May 30, 2024.....Award RFPs for Purchase of Supplies and Equipment
June 1, 2024 to December 30, 2024.....Installations & Set Up of Equipment and Supplies

☐ document attached

(d) Identify who will be responsible for implementing the Program or Project:

Navajo Nation Office of President and Vice President (OPVP)

☐ document attached

(e) Explain who will be responsible for operations and maintenance costs for the Project once completed, and how such costs will be funded prospectively:

Navajo Nation Office of the President and Vice President (OPVP)

☐ document attached

(f) State which of the 66 Fiscal Recovery Fund expenditure categories in the attached U.S. Department of the Treasury Appendix 1 listing the proposed Program or Project falls under, and explain the reason why:

Expenditure Category:

7.1 Administrative Expenses

☐ document attached

Part 3. Additional documents.

List here all additional supporting documents attached to this FRF Expenditure Plan (or indicate N/A):

APPENDIX A

Part 4. Affirmation by Funding Recipient.

Funding Recipient affirms that its receipt of Fiscal Recovery Funds and the implementation of this FRF Expenditure Plan shall be in accordance with Resolution No. CJY-41-21, the ARPA, ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies:

NN Government Unit
Preparer:



signature of Preparer/CONTACT PERSON

Approved by:



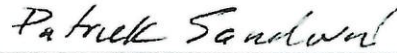
signature of NN Government Unit's Dept/Program/Office Director or Manager

Approved to submit
for Review:



signature of Branch Chief or Division Director

Print Name, Title,
Branch or Division:



print name and indicate title or position

indicate Branch or Division

FY _____

**THE NAVAJO NATION
PROGRAM BUDGET SUMMARY**



Page ____ of ____
BUDGET FORM 1

PART I. Business Unit No.: <u>NEW</u>		Program Title: <u>Office of the President and Vice President</u>		Division/Branch: <u>Executive Branch</u>	
Prepared By: <u>Kayla Wilson & Alicia Hale</u>		Phone No.: <u>(928)309-5532</u>		Email Address: <u>kayla.wilson@navajo-nsn.gov alicia.hale@navajo-nsn.gov</u>	

PART II. FUNDING SOURCE(S)	Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
NN Fiscal Recovery Fund Office	10/1/21-9/30/26	684,400.00	100%	2001 Personnel Expenses				
				3000 Travel Expenses				
				3500 Meeting Expenses				
				4000 Supplies	1	0	596,200	596,200.00
				5000 Lease and Rental				
				5500 Communications and Utilities	1	0	43,200	43,200.00
				6000 Repairs and Maintenance				
				6500 Contractual Services	1	0	45,000	45,000.00
				7000 Special Transactions				
				8000 Public Assistance				
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
				TOTAL		\$0.00	684,400.00	684,400.00

TOTAL: \$684,400.00 100%		PART IV. POSITIONS AND VEHICLES	
			(D) (E)
		Total # of Positions Budgeted:	0 0
		Total # of Vehicles Budgeted:	0 0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

SUBMITTED BY: <u>Lonette Lee, Executive Staff Assistant</u> <div style="text-align: center;">  Program Manager's Printed Name Program Manager's Signature and Date </div>	APPROVED BY: <u>Patrick Sandoval, Chief of Staff</u> <div style="text-align: center;">  Division Director / Branch Chief's Printed Name Division Director / Branch Chief's Signature and Date </div>
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FY _____

**THE NAVAJO NATION
PROGRAM PERFORMANCE MEASURES**

Page ____ of ____
BUDGET FORM 2

PART I. PROGRAM INFORMATION:Business Unit No.: NEW

Program Name/Title: _____

Office of the President and Vice President

PART II. PROGRAM PERFORMANCE CRITERIA:

1st QTR	2nd QTR	3rd QTR	4th QTR
Goal	Goal	Goal	Goal

1. Program Performance Measure:

Incorporate technical advancements to the surrounding Executive Programs.

To obtain a better internet connection for all to use to better communicate with programs.

1	1	1	1
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2. Program Performance Measure:

Research and improve the outreach initiative to the Navajo Nation.

Attain more up to date equipment to help the office have a more productive system.

10	10	10	10
----	----	----	----

3. Program Performance Measure:

--	--	--	--

4. Program Performance Measure:

--	--	--	--

5. Program Performance Measure:

--	--	--	--

PART III. CONCURRENCE/APPROVAL:

Lonette Lee, Executive Staff Assistant

Program Manager's Printed Name



Program Manager's Signature and Date

Patrick Sandoval, Chief of Staff

Division Director/Branch Chief's Printed Name



Division Director/Branch Chief's Signature and Date

FY _____

**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

Page ____ of ____
BUDGET FORM 4

PART I. PROGRAM INFORMATION:					
Program Name/Title: _____		Office of the President and Vice President		Business Unit No.: _____ NEW	
PART II. DETAILED BUDGET:					
(A)	(B)			(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)			Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
	4000 SUPPLIES				596,200
4120	Supplies			36,000	
	4130- General Office Supplies			\$ 36,000.00	
		Starlink Kit	4 kits x \$4,000.00 = \$ 16,000.00		
		General Office Supplies	\$ 20,000.00		
			<u>\$ 36,000.00</u>		
4200	Non Capital Assets				516,200
	4210- Non Cap Furniture & Equipment			\$ 287,400.00	
		Scanner	28 employees x \$500= \$ 14,000.00		
		Portable Printer	28 employees x \$800= \$ 22,400.00		
		Projector Screen	8 screens x \$500= \$ 4,000.00		
		High Volume Laser Printer	1 printer x \$15,000= \$ 15,000.00		
		Large TV Screen	4 TVs x \$8000= \$ 32,000.00		
		GPS System	2 GPS x \$70,000= \$ 140,000.00		
		Drone System	2 Drones x \$30,000= \$ 60,000.00		
			<u>\$ 287,400.00</u>		
	4230- Non Capital Computer Equipment			\$ 228,800.00	
		Computer	28 employees x \$4,000= \$ 112,000.00		
		Monitors	56 screens x \$1,400= \$ 78,400.00		
		Projectors	8 projectors x \$2,000= \$ 16,000.00		
		Computer Camera	28 cameras x \$800= \$ 22,400.00		
		Total	<u>\$ 228,800.00</u>		
TOTAL				552,200	596,200

1.9 of 12/18/23

FY _____

**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

Page ____ of ____
BUDGET FORM 4

PART I. PROGRAM INFORMATION:				
Program Name/Title: <u>Office of the President and Vice President</u>		Business Unit No.: <u>NEW</u>		
PART II. DETAILED BUDGET:				
(A)	(B)	(C)	(D)	
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)	
4410	General Operating Supplies \$ 20,000.00	44,000		
	4420- General Operating Supplies \$ 10,400.00			
	Night Vision System 2 Night Vision x \$1300.00= \$ 2,600.00			
	Monoculars 4 Monoculars x \$1,950.00= \$ 7,800.00			
	Total \$ 10,400.00			
	4500- Medical Supplies \$ 13,600.00			
	AED/Defibrillator 2 AED x \$2,400.00= \$ 4,800.00			
	1st Aid Kit 4 First Aid Kit x \$2,200.00= \$ 8,800.00			
	Total \$ 13,600.00			
	5500 COMMUNICATION & UTILITIES			43,200
5570	Internet	43,200		
	5600- Internet Services \$ 43,200.00			
	Monthly Fee 4 Connections x \$300.00 x 12 Months x 3 Years= \$ 43,200.00			
	6500 CONTRACTUAL SERVICES			45,000
6520	Consulting \$ 40,000.00	45,000 \$ 40,000		
	6530- Consulting Fees \$ 30,000.00			
	6540- Consulting Expenses \$ 10,000.00			
	\$ 40,000.00			
6910	Other Contractual Services \$ 5,000.00	\$ 5,000		
	6921- Other Services \$ 5,000.00			
	\$ 5,000.00			
TOTAL		132,200		88,200

* Edit by CAS.
11/12/2013



THE NAVAJO NATION
AAI CHECK OFF LIST
FOR NEW COMPANY or BUSINESS UNIT

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

Company	*New Business Unit	Description	*Facility/Job Site#
8059	K2115399	US Treasury – OPVP Administrative Operations	53502
ENTERED BY (Step A to F) :		EXPLANATION/REFERENCE NO:	DATE:
Germaine Jones <i>gn</i> 12/18/23		Setup New Business Unit	12/18/2023

TASK	✓	TASK DESCRIPTION	APPLIC	TASK EXPLANATION
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 th Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	✓	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	✓	2. Project Job Dates	P51006	Create extended master, set job dates
	✓	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	✓	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
SET-UP VERIFIED BY:			DATE:	COMMENTS/ACTION:
<i>Richard Durva</i>			12/18/23	Verified new BU setup.

AUTOMATIC ACCOUNTING INSTRUCTIONS
(Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

RETURN COMPLETED FORM TO ISSUING DEPARTMENT