



# DR. BUU NYGREN **PRESIDENT**

## RICHELLE MONTOYA **VICE PRESIDENT**

The Navajo Nation | Yideeskáadi Nitsáhákees  
December 15, 2023

### TRANSMITTAL

TO : Arbin Mitchell, Executive Director  
Division of Community Development (DCD)

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

SUBJECT : Cove Chapter, Toadlena/Two Grey Hills Chapter, Red Valley Chapter, Tooh Haltsooi (Sheepsprings) Chapter, Tse'alnaozt'I'I' Chapter, Beclabito Chapter, and Gadiiahi/To'Koi Chapter - ARPA Funds Allocated to Delegate Crotty Region

#### I. Information on Contract (per Original Award):

Cove Chapter, Toadlena/Two Grey Hills Chapter, Red Valley Chapter, Tooh Haltsooi (Sheepsprings) Chapter, Tse'alnaozt'I'I' Chapter, Beclabito Chapter, and Gadiiahi/To'Koi Chapter

U.S. Treasury American Recovery Plan Act (ARPA)  
Funding Agency

21.027  
CFDA No. - Federal

CAU-75-23; CJY-57-23; CD-67-

22	\$ 8,802,340.00	2022	03/11/2021 to 12/31/2026
Grant No.	Amount	Fiscal Year	Term - Begin and End Date

#### II. Data Entered in FMIS Regarding:

New Contract or Grant Company No. 8059 Business Unit (K#) K2115397 & K2115398; K2115266, K2115268, & K2115269

Contract Mod No. Internal Modification No. 2

Amt of Award Increase \$1,864,259.00 \$2,144,488.00 to \$4,008,747.00

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: NN Council Resolution CAU-75-23

#### III. Comments by CGS:

This transmittal documents 3rd budget entered in FMIS on \$8.8 mil ARPA funds allocated to CD Amber Crotty Region. Y-T-D budget in FMIS for CD Crotty Region totals \$4,008,747. Information on Section I. of Transmittal above reflects \$8,802,340 ARPA funding allocated for distribution to Chapters the respective Council Delegate service aka Region. Resolution CAU-75-23 increased CD Crotty Region in the amount of \$120,000 and decreased \$434,609 from Project allocated in prior Resolution so the amount now reflects the current budget entered into FMIS in the amount of \$4,008,747. There are two budgets in the amount of \$300,000 and \$200,000 that has not been submitted to CGS, therefore submit immediately.

*Handwritten signature/initials*

Attachment

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

**NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN**

**Exhibit 2**

**COUNCIL DELEGATE: Hon. Amber Kanazbah Crotty**

**CHAPTERS: Cove, Toadlena/Two Grey Hills, Red Valley, Tooh Haltsoo' (Sheepsprings), Tse'lnaazt'ii', Beclabito, Gadiahii/To Koi**

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
		TOTAL AMOUNT APPROPRIATED IN CD-67-22 on January 6, 2023				\$ 1,259,879.00
		TOTAL AMOUNT APPROPRIATED IN CJY-57-23 on August 4, 2023				\$ 884,609.00
Division of Community Development	None Identified	Red Valley Chapter Warehouse Project	Division of Community Development	6.1	HK0500	\$ 1,176,000.00
Division of Community Development	*Beclabito Chapter	Beclabito Chapter Home Repair Project	Division of Community Development	2.18	HK0597-2	\$ 1,122,868.00
Division of Community Development	None-Identified	(Remove) Sanostee-Chapter-Water Diversion-System-Project	Department of Water-Resources	5-14	HK0555	-\$ 300,000.00
Division of Community Development	*Beclabite Chapter	(Remove) Beclabite-Chapter Parking-Lot-Solar-Lights-Project	Division of Community Development	2-22	HK0599	-\$ 122,109.00
Division of Community Development	*Beclabite Chapter	(Remove) Beclabite-Chapter Septic-Cleaning-Services-Project	NN-Environmental Protection-Agency	6-6	HK0593	-\$ 12,500.00
Division of Community Development	None Identified	Sanostee Chapter Purchase of Bull-Dozer	Division of Community Development	6.1	HK0540	\$ 300,000.00
Division of Community Development	None Identified	Sanostee Chapter Helipad Project	Division of Community Development	6.1	HK0557	\$ 200,000.00
		UN-ALLOCATED AMOUNT				\$ 4,293,593.00
					TOTAL:	\$ 8,802,340.00

\*Per CJN-29-22, Section Three (E), the "Navajo Nation Central Government may award funding to LGA-Certified Chapters through sub-recipient agreements to implement and manage specific projects, but shall maintain Administrative Oversight over such funding and Delegate Region Project Plans."





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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>
8059	K2115397	US Treasury – Red Valley Chapter Warehouse	55261
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>
Germaine Jones <i>ny 12/13/23</i>		Setup New Business Unit	12/13/2023

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 <sup>th</sup> 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		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>[Signature]</i>			12/15/23	Verified new BU.

**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**



**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 #: HK 0500

Date & Time Received: 5/13/23 at 15:20

Date & Time of Response: 5/19/23 at 17:00

Entity Requesting FRF: Red Valley Chapter

Title of Project: Chapter Warehouse

Administrative Oversight: Division of Community Development

Amount of Funding Requested: \$1,176,000

**Eligibility Determination:**

- FRF eligible  
 FRF ineligible  
 Additional information requested

**FRF Eligibility Category:**

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

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

6.1, Provision of Government Services



**THE NAVAJO NATION  
FISCAL RECOVERY FUNDS REQUEST FORM & EXPENDITURE PLAN  
FOR NON-GOVERNANCE CERTIFIED CHAPTERS**

**Part 1. Identification of parties.**

Non-Governance Certified Chapter requesting FRF: **Red Valley Chapter**

Date prepared: **1/26/2023**

Chapter's mailing address: **PO BOX#304  
Red Valley, Arizona 86544**

phone/email: **(928) 653-5800**  
website (if any): **redvalley@navajochapters.org**

This Form prepared by: **Stella Tsosie**  
**Stella Tsosie, Secretary/Treasurer**  
CONTACT PERSON'S name and title

phone/email: **928-551-4741**  
**stosie@navajonation.org**  
CONTACT PERSON'S info

Title and type of Project: **Chapter Warehouse**

Chapter President: **Ella Frazier**

phone & email: **505-406-3047 efrazier@navajochapters.org**

Chapter Vice-President: **Eugene Zohnie**

phone & email: **505-480-9516 ezohnie@navajochapters.org**

Chapter Secretary: **Stella Tsosie**

phone & email: **928-551-4741 stosie@navajochapter.org**

Chapter Treasurer:

phone & email: .

Chapter Manager or CSC: **VACANT**

phone & email: .

DCD/Chapter ASO: **Elizabeth Washburn**

phone & email: **505-368-1023 eliza-beth@nncdc.org**

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

**unknown**

document attached

Amount of FRF requested: **\$1,176,000.00** FRF funding period: **beg: May 30, 2023; End date: Sept. 20, 2026**  
indicate Project starting and ending deadline 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:

**Red Valley Chapter currently have a man-made warehouse build in the late 50s. The chapter has 2 John Deere tractors, a water truck, and a backhoe. This equipment will need to be stored for safe keeping, and damages from inclement weather. The backhoe is used for burials, water truck to haul water to residents without running water, and COVID related issues. Most importantly is to store PPE supplies & food and for distribution that is safe for loading.**

document attached

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

**Warehouse will be for the storage of equipment from damages, vandalize; and to store PPE supplies and food, shelter-in- place supplies; First Responders rooms; etc...**

document attached

(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:

Project completion estimated end date on Sept. 20, 2026.

document attached

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

Ella Frazier, President is the responsible person to implement the project. Stella Tsosie, Sec./Tres. will assist the president.

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:

Red Valley Chapter will be responsible for operations and maintenance cost and budgeted on a yearly based.

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.

6.1 Provision of Government Service

document attached

**Part 3. Additional documents.**

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

Approved Chapter Resolution RVC-40-33

Chapter Resolution attached

**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:

Chapter's Preparer:

*ST80810*  
signature of Preparer - CONTACT PERSON

Approved by:

*[Signature]*  
signature of Chapter Preparer or Vice Preparer

Approved by:

*VACANT*  
signature of CSC

Approved by:

*[Signature]*  
signature of Treasurer

Approved to submit for Review:

*[Signature]*  
signature of OSD Director



APPENDIX B  
BUDGET FORM 1

THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY

FY 2023

PART I. Business Unit No.: <u>NEW</u>		Program Title: <u>Red Valley Chapter Warehouse</u>		Division/Branch: <u>Community Development</u>	
Prepared By: <u>Stella Tsosie, Secretary/Treasurer</u>		Phone No.: <u>928-653-5800</u>		Email Address: <u>redvalley@navajochapters.org</u>	
PART II. FUNDING SOURCE(S)		Fiscal Year / Term	Amount	% of Total	
CYJ-41-21 NN Recovery Fund		9/23/23-9/20/26	1,176,000.00	100%	
PART III. BUDGET SUMMARY					
		Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
2001	Personnel Expenses				
3000	Travel Expenses				
3500	Meeting Expenses				
4000	Supplies				
5000	Lease and Rental				
5500	Communications and Utilities				
6000	Repairs and Maintenance				
6500	Contractual Services	6	0.00	1,176,000.00	1,176,000.00
7000	Special Transactions				
8000	Public Assistance				
9000	Capital Outlay				
9500	Matching Funds				
9500	Indirect Cost				
TOTAL			50.00	1,176,000.00	1,176,000.00
PART IV. POSITIONS AND VEHICLES					
			(D)	(E)	
TOTAL: \$1,176,000.00			0.00	0.00	
PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.					
SUBMITTED BY: <u>James Adakai, Delegated Department Manager II</u>		APPROVED BY: <u>Cahin Castillo, Executive Director</u>			
Program Manager's Printed Name		Division Director / Branch Chief's Printed Name			
<u>5-1-23</u>		<u>5/1/23</u>			
Program Manager's Signature and Date		Division Director / Branch Chief's Signature and Date			



**PART I. PROGRAM INFORMATION:**  
 Business Unit No.: NEW Program Name/Title: Red Valley Chapter Warehouse

**PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:**

**PART III. PROGRAM PERFORMANCE CRITERIA:**

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Goal Statement: To complete new warehouse project								
Program Performance Measure/Objective: To store chapter equipment and PPE supplies								
2. Goal Statement:								
Program Performance Measure/Objective:								
3. Goal Statement:								
Program Performance Measure/Objective:								
4. Goal Statement:								
Program Performance Measure/Objective:								
5. Goal Statement:								
Program Performance Measure/Objective:								

**PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.**

James Adachi, Delegated Department Manager II  
 Program Manager's Printed Name

James Adachi 5-1-23  
 Program Manager's Signature and Date

Cathy Castilo, Executive Director  
 Division Director/Branch Chief's Printed Name

Cathy Castilo 5/1/23  
 Division Director/Branch Chief's Signature and Date

**THE NAVAJO NATION**  
**DETAILED BUDGET AND JUSTIFICATION**

PART I. PROGRAM INFORMATION:		Business Unit No.: <u>NEW</u>	
Program Name/Title: <u>Red Valley Chapter Warehouse</u>			
PART II. DETAILED BUDGET:		(C)	(D)
(A)	(B)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
6500	CONTRACTUAL SERVICES  2 yrs. design and construct, include architectural design and other technical services \$1,176,000  <i>Consulting</i> <i>6530 - Consulting Fees 587,500 x 1 = 587,500</i> <i>6540 - Consulting - Expenses 587,500 x 1 = 587,500</i>	<del>1,176,000</del> <i>1,175,000</i> <i>AT</i> <i>AT</i>	1,176,000
<b>TOTAL</b>		<b>1,176,000</b>	<b>1,176,000</b>





**Red Valley Chapter Government • The Navajo Nation**  
 P.O. Box 304 • Red Valley, Arizona 86544  
 Hwy 491 Route N13 Buffalo Drive, Bldg. #R006-001

RVC-40-23

**Resolution of the Red Valley Chapter**

**REQUESTING DIVISION OF COMMUNITY DEVELOPMENT (CDC), RESOURCE AND DEVELOPMENT, BUDGET AND FINANCE, NAABIK'IYATI AND THE NAVAJO NATION COUNCIL; TO APPROVE ALLOCATION OF FUNDS IN AMERICAN RESCUE PLAN ACT FUNDS TO THE RED VALLEY CHAPTER FOR THE WAREHOUSE PROJECT IDENTIFIED AS PRIORITY ONE (1).**

**WHEREAS:**

1. The RED VALLEY CHAPTER, pursuant to the Navajo Nation Council Resolution #CAP-34-98 dated October 01, 1998, is a recognized certified local unit of government with the responsibility to review matters pertaining to its government, administration, membership and to decide whether issue(s) is/are in their best interest or not and act accordingly; AND
2. The RED VALLEY CHAPTER, is a certified entity of the Navajo Nation Council Government, vested with the authority to review all issues affecting the respective community; AND
3. The RED VALLEY CHAPTER Warehouse was built in the late 1950s along with the chapter house; AND
4. The Warehouse is built with mixture of lumber and wood and deteriorating; unsafe to store equipment, hay, PPE supplies, food, etc.; AND
5. The RED VALLEY CHAPTER was given a new backhoe and chapter vehicle utilizing CARES ACT funds that requires storage for safe keeping.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. Requesting Division of Community Development (CDC), Resource and Development, Budget and Finance, Naabik'iyaati and the Navajo Nation Council; to approve allocation of \$1,176,000.00 in American Rescue Plan Act Funds to the Red Valley Chapter for the Warehouse project identified as priority one (1); AND
2. The RED VALLEY CHAPTER affirms that the Chapter will only use awarded fiscal Recovery Funds and implement this FRF Expenditure Plan compliance with the ARPA, ARPA Regulations and with the applicable federal and Navajo Nation laws, regulations, and policies.

**CERTIFICATION**

WE, hereby certify the foregoing resolution was duly considered at called meeting at RED VALLEY CHAPTER, Navajo Nation, ARIZONA, at which quorum was present and that same was passed by a vote of 17 in favor, 0 opposed, and 1 abstained on this 13<sup>th</sup> day of February 2023.

MOTION: Stella Tsosie

SECONDED: Ruby White

\_\_\_\_\_  
 Stella Tsosie, President

\_\_\_\_\_  
 Eugene Voluble, Vice-President

\_\_\_\_\_  
 Stella Tsosie, Secretary/Treasurer

\_\_\_\_\_  
 Amber Crotty, Council Delegate





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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>
8059	K2115398	US Treasury – Beclabito Home Repair	55261
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>
Germaine Jones <i>g.jones</i>		Setup New Business Unit	12/13/2023

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 <sup>th</sup> 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)
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		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#
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	√	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		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>[Signature]</i>			12/10/23	Verified new BU.

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

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
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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**