

Office of the Controller

The Navajo Nation

Office Supply Center Policies Manual



THE NAVAJO NATION – Office of the Controller

Accounting Policies Manual

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| DESCRIPTION: | Office Supply Center | INDEX: | 9.1 |
| | Overview | POLICY: | X |
| | | PROCEDURES: | |
| | | EFFECTIVE DATE: | |

LEGAL AUTHORIZATION: 12 N.N.C. § 201, *et seq.*

PURPOSE:

To establish policies and procedures for the Navajo Nation Office Supply Center.

OBJECTIVES:

The Navajo Nation (Nation) Office Supply Center offers the Nation Government Programs/Departments and the public office supplies at reasonable prices.

SCOPE:

This policy applies to all Nation programs and departments.

RESPONSIBILITY:

Office Supply Center

- Maintain appropriate levels of office supply inventory.
- Safeguard all office supply inventory.
- Perform periodic inventory counts and reconcile to the records.

POLICY:

This policy governs the purchase of certain general office supplies with Nation funds. This Policy provides Nation approved methods which ensure that high quality office supplies are procured in a consistent, cost effective, and efficient manner to meet our needs. It is intended to enable Nation employees to spend the minimum amount of time shopping for supplies while receiving the best prices possible.



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| DESCRIPTION: | Office Supply Center | INDEX: | 9.2 |
| | Supply Orders | POLICY: | X |
| | | PROCEDURES: | |
| | | EFFECTIVE DATE: | |

LEGAL AUTHORIZATION: 12 N.N.C. § 201, *et seq.*

PURPOSE:

To establish policies and procedures for the purchase of office supplies by the Navajo Nation Office Supply Center and the completion of the Stationary Supply Order (SSO) form for purchases made by programs and departments.

RESPONSIBILITY:

Office Supply Center

- Maintain appropriate levels of office supply inventory.
- Safeguard all office supply inventory.

POLICY:

The Navajo Nation Office Supply Center offers the Navajo Nation Government Programs/Departments and the public office supplies at reasonable prices. The Office Supply Center follows the Nation's procurement code when purchasing office supplies for inventory purposes. For program/department purchases, the Office Supply Center utilizes the SSO form. These procedures will outline the process for completing the form. SSO Forms can be obtained from Office Supply Center located at the Property and Supply Warehouse in Fort Defiance, Arizona. The Office Supply Center issues a catalog of items that are in-stock in the warehouse store.



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| DESCRIPTION: | Office Supply Center | INDEX: | 9.2 |
| | Inventories | POLICY: | X |
| | | PROCEDURES: | |
| | | EFFECTIVE DATE: | |

LEGAL AUTHORIZATION: 12 N.N.C. § 201, *et seq.*

PURPOSE:

To establish policies and procedures for the Navajo Nation Office Supply Center completion of periodic inventories.

RESPONSIBILITY:

Office Supply Center

- Perform periodic inventory counts and reconcile to the books and records.

POLICY:

The Office Supply Center shall perform physical inventory counts once every quarter. All variances must be sufficiently investigated, reviewed, and approved by the supervisor. The books and records must be appropriately updated.