MEMO

TO: Oneida Nation Departments, Community Members, Donation Requests

FROM: Finance Administration Office

DATE: November 2, 2026

RE: Finance Committee Submission Deadline Change

To ensure adequate time to review the agenda and prepare the meeting packet, the submission deadline for items requiring Finance Committee approval will be changed. Many requests are received near the deadline and often require additional follow-up due to missing or incomplete information. This can significantly put an impact on the time available to review submissions, finalize the agenda, and prepare meeting materials.

Effective January 2027, all submissions for Finance Committee meetings will be due by 4:30 p.m. on the Monday preceding the meeting date. Please see the updated meeting schedule to review the request due dates. The meeting dates will still be the same, just the request due date is changing.

Moving the submission deadline to Monday will provide additional time to:

- Review submitted materials for completeness and accuracy.
- Request and obtain any missing information or required documentation.
- Ensure Finance Committee agenda is accurate.
- Assemble and distribute meeting packets in a timely manner.

Departments are encouraged to plan accordingly and submit requests as early as possible to avoid delays. Submissions received after the deadline will be received for the next Finance Committee meeting.

Reminder: The Finance Committee follows Purchasing's Policies and Procedures to confirm requests are following the approved Tribal process. The supporting documentation you send to Purchasing for your requisition should be the same documents provided to the Finance Committee for review.

Reminder: Requests that receive GSA pricing or other government contract pricing do not require Finance Committee approval. GSA pricing or other government contract pricing meets the competitive bidding requirement. Please verify the government contract pricing with Purchasing. Requesters are encouraged to obtain 3-bids, when possible. If the request is budgeted and the lowest bidder is selected Finance Committee approval is not required.

Yaw^ko for your cooperation and assistance in helping ensure an efficient and effective Finance Committee review process.