



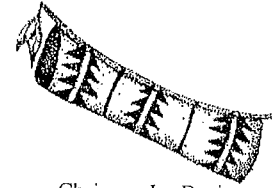
HOOPA VALLEY TRIBAL COUNCIL

Hoopa Valley Tribe

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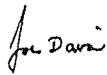


Chairman Joe Davis

Memorandum

Date: May 30, 2023

To: All Tribal Departments & Entities

From: Joe Davis, Chairman 

Re: Department and Entity Signatures

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- All documents needing signatures must go into the chairman's signature box.
 - All signatures will be routed each day at 4:30 p.m.
 - Bottom of all requisitions (preparation and authorization) must be complete before the Chairman will sign.
 - Requisitions, Grant Documents, PAF's, Official Letterhead Documents, etc should be prioritized to be submitted in a professional and timely fashion to avoid emergency signatures.

I have cannot have people knocking on my door all day for signatures. Please follow the protocol which has been in place for well over a year now. This will allow me to get more work done on your behalf during the day.

Please let all of your staff know as well.

Thank you.