

Nā Leo Kāko'o O Maui

Financial Tracking Sheet

1) Select an Account: Papa Account _____ General Account

Grad Year

2) Type of Transaction:

Deposit (complete Section 1, sign A) Disbursement (complete Section 2, sign B)

SECTION 1: DEPOSIT

(Original deposit slip must be attached.) *See Checking Deposit slip

sample*

Date of Deposit: _____ Amount of Deposit: \$ _____

Source of Funds: _____

A) Deposit Processed By: _____
Print Signature Date

SECTION 2: TYPE OF DISBURSEMENT REQUEST

Date Check Needed By: _____

Make Check Payable to: _____ Amount: \$ _____

Description: _____

Reimbursement (Original receipts must be attached.) List all receipts below.

Company					
Amount					

If more space is needed, use back side to complete.

Advance Request (Original receipts must be submitted within 7 days)

Advance approved by: () Pelekikena () Pelekikena Hope () Pu'ukū

Expense Payment (Attach invoice.)

Fund Transfer: Transfer \$ _____ from _____ to _____
(acct. name/grad year) (acct. name/grad year)

Reason for Transfer: _____

B) Submitted By: _____
Print Signature Date

NLK USE Received by: _____ Date: _____

Check Date: _____ Check Amount: \$ _____ Check Number: _____ Paid To: _____ JP 10/6/16