



Financial Tracking Sheet

1) Select an Account: Papa Account _____ General Account
Graduation Year

2) Type of Transaction:

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

SECTION 1: DEPOSIT *(Write Papa Graduation Year on bank deposit slip & Submit a scanned copy)*

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

Source of Funds: _____

A) Deposit Processed By: _____
Print Signature Date

SECTION 2: DISBURSEMENT REQUEST Date Check Needed By: _____

Make Check Payable to: _____ Amount: \$ _____

Description: _____

Reimbursement (Original receipts must be submitted to Pu'ukū) List all receipts below

Company				
Amount \$				

**If more space is needed use the backside to complete.*

Advanced Request (Original receipts must be submitted to Pu'ukū within 7 days)
Advance approved by: Pelekikena _____ Hope Pelekikena _____ Pu'ukū _____ initials

Expense Payment (Attach invoice.)

Fund Transfer: Transfer \$ from _____ to _____
(Acct. Name / Graduation Year) (Acct. Name / Graduation Year)

Reason for transfer: _____

B) Submitted By: _____
Print Signature Date

NLK USE Received by: _____ Date: _____ QB FHB

Check Date: _____ Check Amount: \$ _____ Check #: _____ Paid To: _____