



Ke Kula 'O Nāwahīokalani'ōpu'u
16-120 'Ōpūkaha'ia Street
Kea'au, HI 96749

ACCOUNTING PROCEDURES

PURPOSE

Accounting procedures ensure Nāwahī accounting practices are accurate, receive appropriate prior approval, invoices and reimbursements are paid in a timely manner and the budget is accurately maintained and assessed.

PURCHASING PROCEDURES

Allow 10 days for all fiscal processing requests.

PURCHASE ORDER / REIMBURSEMENT / CHECK REQUEST

- I. Complete a Purchase Request Form (in English).
- II. Fill out all necessary information.
- III. Attach all documentation required for approval.
- IV. Submit to Account Clerk for approval.
- V. Account clerk will notify you by email of the status of your request.
- VI. Receipts for reimbursement or items purchased with a Purchase Order form must be submitted to Account Clerk within 5 days of purchase.
- VII. Reimbursement checks will be processed within 10 business days after receiving all proper documentation.

Request may be returned or denied due to lack of information or excess of preapproved charges.

No guarantee of reimbursement without prior written approval.

CHARGE CARD HOLDER

- I. Complete a Purchase Request Form (in English).
- II. Fill out all necessary information.
- III. Purchases are to be for school purposes ONLY.
- IV. Cardholder must sign out to use card. Card must be returned within 2 days of charge with accompanying receipts.
- V. Any personal charges to card are subject to revokement of privileges.

REQUEST TO ATTEND A WORKSHOP (Hawai' i Island)

- I. Complete a *Noi Ho'onui 'Ike Limahana* form.
- II. Fill out all necessary information.
- III. Attach all documentation required for approval.
- IV. Submit to Vice Principal for approval.
- V. Account clerk will notify you by email of the status of your request.
- VI. Mileage reimbursements and/or Per Diem requests will be processed within 10 business days after receiving all proper documentation.

TRAVEL REQUEST

- I. Complete a *Noi Huaka'i Limahana* form.
- II. Fill out all necessary information.
- III. Attach all documentation required for approval.
- IV. Submit to Vice Principal for approval.
- V. All travel receipts including boarding passes, car rental invoices, and hotel receipts must be turned in within 5 days post travel.

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