Friends of Ravenswood School
Check Request Form

Please fill out the form below, circle the appropriate expense category and staple relevant document to the back of this sheet (receipts, invoices, etc.).

Check Amount: **$**_____ **Item Description/Purpose:**

_____

_____

Make check payable to:

_____

Name

_____

Address **Phone or Email Address**

_____

City **State** **Zip**

_____

Approved **Date**

Expense Categories (Circle One)

Fundraising

- Corporate Partnerships
- Dining/Shopping Fundraisers
- Dodgeball Tournament
- Small Social Events
- Garden Club
- Neighborhood Appeal
- Student Council Events
- Student Raffle
- Rope for Ravenswood
- Spring Forward
- Walk for Ravenswood
- General Donations

General Operations

- Communications Expense
- Government Reporting/Filing Fees
- Memberships and Registrations
- Unassigned Credit Card Expense
- Miscellaneous (describe)

_____

Ravenswood School Expenses

- Back to School BBQ
- BoxTops
- 8th Grade Graduation
- Wish Garden
- Auction for Education
- Other (describe)

For Office Use Only: *Check #* _____ *Date Check Issued:* _____