

# Ravenswood Community Services Check Request Form

Please **fill out** the form below, **circle** the appropriate expense **category** and **staple** relevant documentation to the **back** of this paper.

Check Amount: \_\_\_\_\_ Item Description/Purpose: \_\_\_\_\_

Make check payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## SALARIES

5000 · Program Director Salary  
5010 · Executive Director  
5015 · Admin. Assistant  
5020 · Community Outreach Officer  
5031 · Julian Year Intern

## GALA

5025 · RCS Gala General  
5026 · RCS Gala - Band Expense  
5027 · RCS Gala-Decorations  
5028 · RCS Gala-Food  
5029 · RCS Gala-Promotions/Marketing  
5033 · RCA Gala--Beverages

## ARTWALK RAVENSWOOD

5035 · ArtWalk Ravenswood General  
5036 · ArtWalk Ravenswood Gallery Space  
5037 · ArtWalk Ravenswood Food  
5038 · ArtWalk Ravenswood  
Materials for School Program  
5039 · ArtWalk Ravenswood Payment to Artists

## ADMINISTRATIVE

5030 · Rent  
5040 · Copier Leasing Cost  
5050 · Pest Control  
5100 · State Fees & Bus Exp Other  
5105 · Executive Director Business Exp  
5110 · Payment to ASEC  
5120 · Accounting Fees  
5125 · Audit  
5130 · D&O Insurance  
5135 · Promotions/Communications  
5140 · Volunteer Development  
5145 · Cont. Education  
5150 · Board Development

## ADMINISTRATIVE CONT.

5160 · Depreciation Expense  
5170 · Repairs  
5175 · Dumpster

## TUESDAY NIGHT

5200 · Bread  
5201 · Tuesday Dinners  
5202 · Food Other  
5203 · Consumable Supplies (plates, etc.)  
5204 · Milk  
5205 · Toiletries/Sundries  
5206 · Infant Items  
5210 · Bus Passes  
5212 · Maintenance  
5215 · Food Depository  
5216 · Kitchen supplies & Equip.  
5217 · Holiday Distribution  
5219 · Pantry Supplies & Equipment  
5220 · GCFD In-Kind Expenses  
5221 · In-Kind Expenses  
5222 · Clinic Supplies & Equipment

## ALL SAINTS CAFE

5400 · All Saints Cafe Expenses

## RAVENSWOOD SCHOOL

5900 · Ravenswood School General  
5901 · Ravenswood School--Focus Future  
5902 · Ravenswood School-Reality Fair  
5903 · Ravenswood School-Education Forums  
5905 · Ravenswood School-Backpack Blessing

## HUNGER COALITION

5930 · Hunger Coalition General  
5931 · Hunger Coalition Planning/Materials

## DUE TO/FROM ASEC