



McKinley Elementary School PTO

Vendor Request Form (pink form)

ATTACH ALL RECEIPTS TO BACK OF THIS EXPENSE STATEMENT

Vendor Name

Signature

Address

City/Zip

Telephone (_____) _____ Email _____

Expenditure (s) for: _____

	Dollar Amount
List Expenditures: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSE	\$ _____

President's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

McKinley PTO/PTA Check Number: _____ Amount: \$ _____

(attach copy of check)