

Horace Mann PTO Expense Reimbursement Form

Complete the form below and attach **receipts**.
Place the completed form and receipts in the Treasurers' box located at the Mann office or scan and email to:
treasurer@mannoto.org

Activity	Amount	Activity	Amount
FUNDRAISERS COSTS		GREEN TEAM	
Mannapalooza Costs		Mann Garden	
MannPower Supplies/Materials		Earth Week	
		SPECIAL EVENTS	
Variety Show Costs		Multicultural Festival	
MannWear Costs		5th Grade Ceremony	
		COMMUNITY RELATIONS	
School Supplies Costs		Back to School Coffee	
Wolves Game Costs		New Family Events	
Bowling Costs		Oak Park Ed Foundation	
Green Team Harvest Dinner Costs		Safety Patrol	
Kids' Choice Event Costs		Memorial Fund	
Block Party		PTO Appreciation	
PASS-THRU COSTS		BEAUTIFICATION	
Class Fee - T-Shirts/Parties Costs		Planters	
Yearbook Costs		Murals	
		STAFF SUPPORT	
Junior Great Books Costs		Teachers' Luncheons	
One Book, One Read Costs		Gift/Holiday Gift	
World Languages - French			
World Languages - Chinese			
Birthday Books Costs			
Book Fair Costs			
		OPERATING EXPENSES	
5th Grade Class Gifts Costs		PTO Supplies/Food	
EDUCATIONAL PROGRAMS			
Field Trips		Postage	
Subscriptions		Printing	
All School Programs		Babysitting	
		DIVERSITY, EQUITY & INCLUSIVENESS	
Assignment Notebooks		Diversity Counsel	
Capital Purchases		Diversity Committee	
Art Appreciation		International FunFest/Geography Bee	
		ADDITIONAL	
PBIS		Fill in Description of Cost	
Olympic Day			
Spelling Bee			
Turkey Trot			
Tutor			

Total Reimbursement Amount:	\$
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Requestor Name / Email / Phone:

Check Payable To:

Check Payable Address (or indicate if you prefer drop off at Mann school mailbox):