

# Horace Mann PTO Expense Reimbursement Form

Check the line of expenditure below. Please attach all receipts  
Place the form in the treasurer's file folder located in the main office.

## Community Relations

	Back to School Coffee
	Courtesy
	New Family Potluck
	Safety Patrol
	Yearbook

## Educational Programs

### Classroom

	All School Project
	ISAT Snacks
	Grade Level Programs
	Transportation

### Extracurricular

	Art Appreciation
	Cultural Traditions
	Family Math
	Geography Bee/HuMANNity Fair
	Lunch Activities
	Olympic Day
	PBIS
	Reading Mania Awards
	Scholarships
	Spanish Club
	Spelling Bee

### Fee Based

	Chess Club
	Dance Lessons
	Family Games Night
	French
	Games Galore
	Junior Great Books
	KREW
	Mandarin Chinese
	Monopoly Club
	Room Fees/Parties/T-Shirts
	Spanish

## Fundraisers

	Chicago Wolves
	Flower Sale
	Ice Cream/Smoothies
	Mann Wear
	Movies
	Poinsettias

## Green Team

	Bldg Beautification/Mann Garden
	Walk to School

## Library

	Author Signing
	Birthday Books
	Book Fair

## Operating Expenses

	Accounting/Taxes
	Babysitting
	Printing
	PTO Supplies

## School Beautification

	Capital Purchases'
	Gallery of Mann

## Special Events

	5th Grade Ceremony
	Fun Fair
	Boys Choice/Girls Choice
	Variety Show

## Staff Support

	Retirement Party
	Staff Appreciation
	Teacher Appreciation
	Teachers' Luncheons

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Teacher: \_\_\_\_\_

\*Please include teacher for Room Party/  
T-shirt expenses

