

Buckeye Central PTO Request For Funds - Guidelines

1. Fill out PTO Request For Funds form (copies available in the PTO mailbox or on the Buckeye Central School website.)
2. Turn in the form to the PTO mailbox, with principal's signature. It will then be approved or denied at our next PTO meeting.
3. Attending the meeting is preferred so you can help us with any questions you might have.
4. Once request is approved/denied, the form will be returned to you.
5. You can then make your purchase.
6. Return form and receipts/proof of payment to the PTO mailbox.
7. PTO will then reimburse you.