

2024-2025

Petition for Funds Guidelines and Limitations

- All invoices must be made to CSU Student Government Association, with the name of the student organization listed after, i.e. CSU Student Government Association (Baltimore Friends Club).
- **No taxes** on any invoices/purchases
TAX Exempt ID for Coppin State University 30002563
- All prices and quantities must be listed on invoices or requests for purchase.
- All requests that require requisition to be processed by the university, will be paid for no more than 30 days after service has been provided or product/s delivered. **No upfront payments, deposits, or day of payments will be made for services or products processed by requisitions.**
- No funds are given directly to any organization.

Categories for Funding

Food	Snacks (i.e. chips, popcorn, candy, cookies)
	Other food requests – must be provided by Thompson Hospitality
Travel	Transportation - invoice from company must be provided
	Breakdown of charges must be listed on invoice
	No hotel reservations
Registrations	Each person being covered must be listed
	Cost per person must be listed
	Company invoice must be provided
General Purchases	Event items (i.e. decorations, supplies)