

2019-2020

## Petition for Funds Guidelines and Limitations

- All invoices must be made to Organization in care of Student Government Association.
- **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

<b>Food</b>	Snacks (i.e. chips, popcorn, candy, cookies)
	Other food requests – must be provided by Thompson Hospitality
<b>Travel</b>	Transportation - invoice from company must be provided
	Breakdown of charges must be listed on invoice
<b>Registrations</b>	Each person being covered must be listed
	Cost per person must be listed
	Company invoice must be provided
<b>General Purchases</b>	Event supplies (i.e. decorations, supplies)