

## Spring 2026

### Petition for Funds Categories, Guidelines, and Request

#### 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
	No hotel/flight reservations/payments
<b>Registration</b>	Each person being covered must be listed
	Cost per person must be listed
	Company invoice must be provided
<b>General Purchases</b>	Event items (i.e. decorations, supplies)

#### Guidelines for Requests

- Requests must be submitted **AT LEAST 30 days prior** to the date the items are needed, or services are to be rendered.
- 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).
- If payment is being made to an individual or business, a [W9 form](#) must also be submitted with the invoice.
- **No taxes** on any invoices/purchases. TAX Exempt ID for Coppin State University 30002563. Form can be accessed online at <https://www.coppin.edu/about/divisions/division-administration-and-finance/office-controller> or [CSU Tax Exempt Certificate](#).
- 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.**
- No funds are given directly to any organization.
- No reimbursements are provided.
- No backdated invoices will be accepted.
- FYI, there is immediate tax-exempt status for items purchased at Walmart and Amazon.
- All funding must be used in agreement with the requested/approved funds.
- Clubs and Organizations SGA budgets will be balanced and managed by the SGA Business Manager.
- Confirmation of event approval must be submitted.

**Spring 2026 Student Organization Funding Petition**  
**Please Type All Requests**

**Organization:**

**Date of activity/event:**

**Purpose of activity/purchase:**

**Benefit/impact of activity/purchase on student body:**

**Anticipated outcome or impact on students:**

**Amount of funds requested (maximum \$1000 per academic year):**

**Club or organization President printed name and signature:      Date:**

**Club or organization Advisor printed name and signature:      Date:**

**NOTE:** In order for this petition to be considered, please complete this form completely and **submit no less than 30 days in advance. Invoices/quotes must accompany the petition.** No taxes can be listed on any invoices or quotes as Coppin State University is a tax-exempt institution. Petitions submitted less than 30 days of the event will be denied. Please note that no cash/checks are given to the organizations. The University must process all payments. Please ensure that a W9 form is received from all vendors and submitted with your invoice/quote to be processed.

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**For official use only. Please do not write below this area.**

Date Received:

- Approved    Date:

Amount Approved: \$

- Disapproved    Date:

Reason For Denial Of Funds:

SGA Business Manager Signature:

SGA President Signature:

SGA Advisor Signature: