

2025-2026 Student Organization

Deadlines and Expectations

TASK	DEADLINE
Student Org Contracts Submission	Student organization contracts must be submitted at least 4 weeks prior to the event.
COI Upload	Certificates of Insurance (COI) must be uploaded at the time of contract submission.
W9 Upload	A W9 form must be uploaded at the time of contract submission.
PERR	All PERR forms must be submitted within 30 days after the program/event, etc.
Cash Advance Request	Cash advance requests must be submitted at least 2 weeks before the funds are needed.
Cash Advance Reconciliation	Cash advance reconciliations must be submitted within 30 days after the advance is issued.
Consolidus Orders	Consolidus orders must be placed at least 3 weeks before the event.
Event Closeout/Reconciliation	Event closeout and reconciliations must be submitted within 30 days after the event.
Room Reservation	Room reservations must be confirmed at least 3 weeks before the event.
Catering Contracts (Requiring Signatures)	Catering contracts requiring signatures must be submitted at least 4 weeks before the event.
Specialty Catering	Specialty catering requests must be submitted at least 4 weeks before the event.
Travel - Long Distance	Requests for long distance travel must be submitted at least 6 weeks before the date of travel.
Travel - Local (≤ 200 miles)	Requests for local travel (200 miles or less) must be submitted at least 2 weeks prior to travel.
Ticket Purchases	Ticket purchases must be completed at least 4 weeks before the event.
Academic Space Requests (MEO)	Academic space requests must follow the MEO protocol.
Co-sponsorship Requests	Co-sponsorship requests are accepted on a rolling basis.



RUTGERS-NEW BRUNSWICK
Student Centers and Activities
 Division of Student Affairs