



The cooperative purchasing company  
for independent residences

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## FCI CONTACT POLICY

Contacts must include at least one alum and one undergrad and should include your President, Treasurer, House Manager, Kitchen Manager, Rush Chair, Alum President and Alum Treasurer. Many houses also include Social Chair, New Member Educator, and Alum House Manager.

Contacts are individuals who receive email notices of account activity and can view invoices and other documents online. Purchasers are individuals authorized to make purchases from vendors on behalf of your organization. All purchasers must be contacts, but a contact does not have to be a purchaser.

Each contact must include both an email address and a phone number. Purchasers are required to have individual email addresses (not alias lists) but contacts may use individual email addresses or alias lists. Each house may have up to 10 purchasers.