



The cooperative purchasing company
for independent residences

617.452.4053
fax 617.324.7048
info@fsilg.coop
www.fsilg.coop
P.O. Box 397068
Cambridge, MA 02139
office: W20-020A
84 Massachusetts Avenue

FCI ACCOUNT POLICY

Each share entitles the organization to two accounts, one for the undergraduate chapter and one for the alumni corporation. Each account has a separate working capital sum and separate authorized purchasers. A particular individual may be an authorized purchaser for both accounts.

Invoices are scanned and posted in each accounts online locker as they are received. The primary contact, authorized purchasers, and additional contacts receive a reminder to check the locker each Friday. Purchases may be disputed until the following Tuesday.

Monthly statements are issued on the first business day of each month. These statements cover all purchases during the previous month. The balance is due according to the account payment plan. There is a fine equal to 1.5% of the balance due on the first day late. After the first day late, interest is accrued at the APR of 18%.

Members are required to keep funds on deposit (the “working capital sum”) with the Cooperative sufficient to cover their expected monthly expenditure and the payment period. The member may choose either a one-week or two-week payment period. 80% of the deposit is available to be spent if the payment period is one week. 67% of the deposit is available to be spent if the payment period is two weeks. This can also be viewed from the opposite perspective: the working capital sum equals the expected monthly spending plus 25% (for the one-week option) or 50% (for the two-week option). The deposit is determined jointly by the Cooperative and the organization.

The available deposit is intended to cover all routine purchases. It is the responsibility of the organization to contribute additional funds in advance of any non-routine purchases that would exceed the working capital on deposit. If spending exceeds the available deposit (the 80% or 67%) by more than \$100 but less than \$1000 then the organization must contribute enough to cover the difference. If the spending exceeds the available deposit by more than \$1000, then the entire amount spent during the month-to-date becomes due within one week of such notice. If such a payment is not made, then there is a fine equal to 3% of the balance due on the seventh day. After that day, interest is accrued at the APR of 18%.

The fee for a check returned for insufficient funds is \$50, in addition to any late fines that may apply.