



## Fraternity Management Corporation (FMC) Wishlist Process

As a member of Delta Gamma Fraternity Management Corporation (FMC), your chapter's needs for capital purchases and maintenance of your facility (if applicable) are handled by the FMC Board of Directors and Office of Housing (OOH) staff. To ensure we are able to meet the needs of all member chapters, each chapter must submit a wish list biannually.

Items that should be included in the chapter wish list are but not limited to:

- Ritual equipment
  - *Access the order form for robes and curtains [here](#).*
- Electronics, including computers, printers, projectors, TVs, etc.
- Furnishings (for chapters that maintain a common space), including couches, tables, decor, carpeting, etc.
  - It is important to consider the construction, quality and durability of the items being requested. Please consider choosing furniture items from higher end stores such as Pottery Barn, Restoration Hardware, West Elm and Crate and Barrel.
- Services (for chapters that maintain a common space), including painting, additional cleaning, etc.
- Shelving for storage units.

Wishlists are due **October 1 and April 1** in Anchorbase. The director of chapter property works with the chapter management team (CMT) and advisory team chair (ATC) to compile a list of items the chapter wants and/or needs. This form on Anchorbase should be completed by the director of house management and provided to CMT.

This list should be ranked in order of priority. Higher priority items will be filled first when possible.

Fields in the form will look like the following and go up to ten priorities.

**Priority 1 (Item or Service)**

Item or Service: \_\_\_\_\_

Quantity desired: \_\_\_\_\_

Is this item or service a replacement of something currently utilized by the chapter?

Yes ☐ No ☐

If yes to the last question, why is this replacement needed? \_\_\_\_\_

Once the managed property specialist or FMC board of directors has approved a purchase, either through the wish list process or on an as-needed basis, you will be contacted by the OOH staff to coordinate the purchase. Depending on what is being purchased, the items may be purchased online and delivered to the chapter, or the items may be purchased by local members and reimbursed (you must have approval to do this before the purchase is made). If the type of purchase will not work with any of these options, staff will work with the chapter to make arrangements as necessary.

Learn how to upload the FMC Wishlist to Anchorbase and see frequently asked questions below.

**How To Upload FMC Wishlist to Anchorbase**

Find the task in Anchorbase > Chapter Management > Finance > Tasks > FMC Wishlist

**Step: Overview** Click continue.

**Step: Selection** Select the current year's FMC Wishlist below and then click continue.

**Step: Enter Information** Fill in information to facilitate delivery of wishlist items to your chapter. If a wishlist request is submitted outside of the academic year, please consider an address that a chapter member will have access to during the summer.

Add wish items and required information to fields Priority 1 – 10.

Click continue when done.

**Step: Verification** Review entered information for accuracy and sign your name digitally.

**Step: Receipt** Confirms your wish list has been submitted.

## **Frequently Asked Questions (FAQ)**

### **What types of items should not be included in the chapter wish list?**

The chapter wishlist should not include recurring expenses for items already provided by FMC. For example, the rental of a storage unit or the university bill for the common space. These items should already be included in the FMC budget for your chapter. If you are unsure if they are already included or if the chapter is paying for these items, please contact the housing operations coordinator.

Requests generally should not include items that are used only in the current year (disposable). Examples include food, retreats, Collegiate Development Consultant (CDC) visits, internet service, etc. These items are only covered in rare and extenuating circumstances.

### **What do I include in the description?**

- Item/service name (e.g. shelves, storage cubes, suite painting, etc.)
- Quantity
- Whether the item/service is a replacement of something the chapter currently has and, if so, why replacement is needed
- A link to a website where the item(s) can be purchased or note that a separate bid is attached
- Any additional information needed to evaluate the request of an item or service

Here's an example: We need two shelving units for our storage unit. Currently the boxes are stacked on top of each other as we do not have any shelving.

[Link to product](#)

### **What documentation should I include?**

Documentation must show the details of items to be purchased and cost per item. It also must come from the vendor.

Examples include an estimate from a vendor, a link to a website, or a photograph of the item in the store with the price tag.

If you need assistance with this step, please contact the housing operations coordinator for assistance.

### **How many bids/estimates do I need to provide?**

This depends on the size of the request. Items/projects under \$2,500 need one bid/estimate. Items/projects that cost \$2,500 - \$5,000 need two bids/estimates. Items/projects over \$5,000 require three bids/estimates.

**What happens if I can't get enough bids/estimates?**

If you are unable to get the required number of bids/estimates, please include an explanation of why the required number of bids/estimates has not been submitted. Requests are not automatically denied because there are not enough bids/estimates.

**What happens after we submit the wish list?**

This form is sent to your ATC for approval. After the ATC approves it, the wishlist is sent to the FMC staff for review. They will be in contact with you to let you know which item(s) have been approved for purchase.

FMC will be able to fulfill a limited number of requests that are not submitted on chapter wish lists.

If something comes up, please send a request with documentation to the housing operations coordinator. The documentation requirements are the same as wish lists requests but should also include why the item(s) were omitted from the wish list.

**What do I do if we need an item that didn't get added to the wish list?**

You may contact your Regional Housing Specialist (RHS#@deltagamma.org, replace the # with your region number) or the housing operations coordinator with questions about your wish list.

**Whom do I contact with questions about our wish list?**

Contact Robby Barlow, managed property specialist, at [robby.barlow@deltagamma.org](mailto:robby.barlow@deltagamma.org) or (614) 487-5489