

SDC Permanent Properties Requests Form

Instructions

Make sure you meet the following requirements

- The housing area must be CMU affiliated and non-Greek
- You must be a resident of the affected housing area
- The Property must be placed in a public area within the residence
- The Property must benefit all residents of the area

If you need a new copy of the form

- Go to the SDC Bridge page (<https://thebridge.cmu.edu/organization/SDC1>)
- Proceed to the “Documents” tab
- Download the “SDC Permanent Properties Request Form”

Explicitly identify the Property and quantity desired. Don't submit multiple requests for the same Property. Place the desired quantity all in one request.

Clearly state whether the cost of the Property is known (actual) or estimated (projected).

Describe the Property in as much detail as you can e.g. make, model, size, features etc. For instance, do not just indicate that you want a “TV”, but rather explain that you want a “Vizio 60” Class 1080p Smart LED LCD TV E60-C3 (with wall mount)”. Failure to provide enough information about the Property will result in a delay as we will ask you to come back with enough details for us to move forward in the process.

Additionally, explain how you came about the cost of the Property. If you already know exactly what you will buy and where you will buy it from, attach a printout of the price listing. Feel free to attach any relevant documents that may better explain the Property.

Submitting the form

Before submitting, please ensure you have read and understood our Official Policies and Procedures. This can be found on the SDC Bridge page along with our FAQs. Please email a scanned copy of the completed form to the SDC Housing & Student Life Committee (sdc+hsl@andrew.cmu.edu). You may be required to present before the Committee at the discretion of the Committee Chair. Further details will be provided as and when the need arises.

Specific location of the Property in dorm	
Description and Reasons for request	

If you found that there was not enough space in the table above, please attach additional information to the end of this form.

Signatures

Please have the following individuals fill out their details in the left column and sign on the right.

Resident Assistant (RA)	
Room #:	
Print Name _____	
Community Advisor (CA)	
Room #:	
Print Name _____	
Housefellow	
Print Name _____	

By submitting this form, I have read and fully understood SDC's Official Policies and Procedures with regards to Permanent Properties Requests. I understand that failure to comply with these policies and procedures may affect the outcome of this application and all future applications from my dorm.

Signature _____

Date _____