



Department of University Safety and Assurances
Risk Management Office

PROPERTY CLAIMS CHECKLIST

- Written (e-mail is acceptable) or verbal **notice of loss**.
- Completed **Property Loss Report** (if property-related loss). Please contact Risk Management if you have questions about completing this report. This form may be found online at [Risk Management Forms](#) (select "Property Loss Report").
- Completed **Vehicle Accident/Incident Report** (if vehicle-related loss). This Form may be found online at [Risk Management Forms](#) (select "Vehicle Accident/Incident Report").
- Notify the Police** (if theft, property damage, vehicle accident or 3rd party liability claim). We will request a copy of the police report to obtain additional information about your loss.
- Original Receipts** and other documentation containing detailed information about damaged property items, such as:
 - Make, Model, Serial Number
 - Purchase Price and Date
 - Place Where Purchased
 - Detailed Description of Item, i.e. "Laptop Computer with 80GB Hard Drive; 512MB RAM; Operating System; 15.4" Wide Screen; 24X CD-RW/DVD; Wireless LAN"
- Replacement Receipts** or other documentation containing detailed information about replacement property items, similar to "damaged item" information, above. [Note: damaged property will be replaced with like kind and quality. We cannot pay for "betterment." Also, we cannot reimburse for full replacement cost of items until items have been replaced]. Please discuss with Risk Management prior to replacement if you have questions in this regard.
- Purchase Order/External Requisition Number**. If a P-card (university-issued purchasing credit card) is used, please forward a copy of your statement.
- Voucher Number** (if applicable).
- Internal Work Order** (if applicable).
- Detailed breakdown of **labor and materials**, if applicable. An example is:
 - 5 gallons of white latex paint @ \$15.00/gallon = \$ 75.00 *materials*
 - 16.5 hrs of journeyman painter time @ \$45.00/hr = \$742.50 *time*

Total Amount Due = \$817.50
- Provide Other Information you feel is important to your claim, or other significant information we request during the claims process.
- Complete the **Direct Charge of Internal Services Form** to pay your deductible (if applicable). Enter your Direct Charge information, sign the form, then send it to Pre-Audit.