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.

Rev. 5/2017