

## DEPARTMENTAL PROPERTY DAMAGE/THEFT CLAIM FORM

To process a claim for departmental property damage/theft, the procedures noted below must be completed by a contact person within the department who will be handling the claim. The claim form is completed and signed by the employee making the claim within the department. Please forward the original claim form to Risk Management **within 24 hours** of the incident.

**PLEASE READ THE PROCEDURES BELOW CAREFULLY  
PROVIDE INFORMATION REQUESTED ON THE REVERSE SIDE OF THIS FORM**

### PROCEDURES

1. As soon as a departmental property damage or theft occurs, a member of the department should call Risk Management, x3020, with the information requested on the reverse side of this form.

**NOTE:** This is especially important in cases where damage/theft is catastrophic (flooding, fire, etc.). Risk Management will make arrangements with the department to view the scene of the damage/theft and to inspect the damaged property if the situation warrants such activity.

2. If a theft has occurred, the department should contact University Police to file a report. This is a very important step, as no theft claims may be filed without a police report.
3. Ensure that the department keeps the damaged property until it has been inspected by Risk Management. If there is a need to dispose of perishable items or make arrangements for temporary storage of damaged property, please notify Risk Management at the time the claim is first reported.
4. The reporting staff member should fill in the information requested on the reverse side of this form. The form must then be signed by the reporting staff member and forwarded along with any other relevant materials or information to Risk Management **within 24 hours** of the loss. The department filing this claim should retain a copy for its files.

### IMPORTANT

If after a review and/or investigation of the claim it is determined by Risk Management or the University's insurance carrier that the claim is to be compensated for by the University, the department will be asked to provide receipts and/or invoices for all labor and materials. **If a claim is accepted, the department will need to pay a \$250.00 deductible that will be subtracted from the total amount reimbursed to the department. Before a department is reimbursed for their damages, replacement items must be purchased or repair work must be completed.**

**DEPARTMENTAL PROPERTY DAMAGE/THEFT CLAIM FORM**

**Department Information** (Please type or print clearly)

Department \_\_\_\_\_

Department Address

\_\_\_\_\_  
Street  
\_\_\_\_\_

Room Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Description of Incident - Damage/Loss/Theft Information**

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_ am \_\_\_\_ pm \_\_\_\_

Location  
\_\_\_\_\_

Description and cause of incident  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Property Damaged/Stolen</u>	<u>Estimated Value</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Reporting Staff Information**

Name \_\_\_\_\_ Position \_\_\_\_\_

Telephone No. \_\_\_\_\_

Reporting Staff's Signature \_\_\_\_\_ Date \_\_\_\_\_

**REMINDER:** This form should be sent to Risk Management, 25 Buick Street, Room 130.

**(\*Please note: Completing this form does not guarantee reimbursement.)**