

PROPERTY INSURANCE REQUEST FORM

1. General Information

Requestor Name	Ext.	Dept/College
Insurance Quote requested: <input type="checkbox"/> yes <input type="checkbox"/> no	Deductible Amount <input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000	
Type of Property Coverage: <input type="checkbox"/> Permanent <input type="checkbox"/> Loaned <input type="checkbox"/> transit		

2. If request is for Permanent Property coverage, please complete this section

Date of possession:	Copy of purchase order or gift documentation attached <input type="checkbox"/> (required)
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3. If request is for Loaned Property, please complete this section

Date of possession:	Date of return:
Additional Insured requirement: <input type="checkbox"/> yes <input type="checkbox"/> no	Certificate of Coverage requested: <input type="checkbox"/> yes <input type="checkbox"/> no
Copy of signed loan, lease or rental agreement(s) attached <input type="checkbox"/> (required)	

4. If request includes transit coverage, please complete this section

Date transit begins:	Date transit ends:
Date transit begins:	Date transit ends:
Commercial transit <input type="checkbox"/> yes <input type="checkbox"/> no If yes, copy of signed transit contract attached <input type="checkbox"/> (required)	

5. Description of Insured Items (if Loaned Art exhibit, please attached inventory and total value)

Type of Equipment and Make/Model #	Serial/ID #	Location bldg&room	Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

6. Quote Information to be completed by Risk Management office

Quote: \$ with \$500 deductible
 \$ with \$1000 deductible
 \$ for additional transit coverage

Signature: _____ Effective Date: _____

7. Authorization For Coverage

Signature:	Date:
Printed Name:	Ext:
Fund # to be charged:	Provide backup billing: yes <input type="checkbox"/> no <input type="checkbox"/>

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Once the Risk Management office has received signed authorization, insurance will be purchased. Purchasing is done via an expenditure transfer. Backup billing will be provided to above signed authority quarterly for loaned items and annually in July for permanent coverage.