**BYU PROPERTY-LOSS CLAIM FORM**

for BYU-Owned Property (non-automobile) Losses over $100.

<table>
<thead>
<tr>
<th>Date Occurred:</th>
<th>Location:</th>
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**Cause:**

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Owner of Property (Please use your BYU Department & Unit's full name - we don't know all the initials):

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Employee Property Assigned to: How to avoid loss of this nature in future:

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If another BYU Department caused the loss, please list their name here:

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Type of Property | Make/Brand | Model | Approx. Original Cost to Dept.
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**Estimate of Cost to Repair or Replace:**

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**Required Documentation**

1) A total-loss item requires you purchase a replacement and provide us an invoice or receipt for the new item. Repairable property requires a repair estimate or bill.

2) Theft and vandalism claims also require a police report or police report number.

3) The PeopleSoft account you want insurance to credit:

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Your Signature | Date | Printed Name
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Supervisor Signature | Date | Printed Name
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Your Email (for updates): | Your Phone Number:
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Supervisor Email: | Supervisor Phone Number:
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**PLEASE READ:**

* Most losses are covered, a few are excluded. You may want to check with us first before you decide to replace the item. If you need to and can replace the item (covered or not), replace the item and submit claim to us for coverage consideration.
* You may replace (rather than repair) a repairable item (not a total loss) but the claim payment will be for repair costs only.
* If an item is a total loss, valuation will be based on a similar item. Upgrade differences are to be borne by the Department.
* Retain damaged property until inspection and salvage status are determined by Risk Management.
* Claims expire one year from the occurrence date. Documentation must be received within one year of occurrence date.
* For loss to non-BYU property caused by BYU, have the owner contact our office to make a liability claim.

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Risk Management • 250 Fletcher Building
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