

**ENTERPRISE RISK MANAGEMENT**

**& INSURANCE PROGRAMS**

**Property Loss Notice**

Instructions on filing a Property Loss Notice with the Office of Risk Management can be found in the Administrative Policy and Procedure Manual Section 10.2. In addition, please note the following items:

1. Department must report loss to WSU Police and obtain a case number before filing a Property Loss Notice.
2. **Property Loss Notice must be filed within 5 days of a reported loss.**

|  |  |  |
| --- | --- | --- |
| Date of Loss | Location of Loss | WSU Police Report No. |
| Building Name/Number | Department/Unit | Date Prepared |
| Person Filing Loss Notice & Campus Address Campus Telephone No. | | |

Cause of Loss (i.e. theft, fire, vandalism, etc.):

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Corrective measures taken to prevent future loss:

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Description of Property Stolen of Damaged **(attach additional sheets if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Serial No.** | **Date Acquired** | **Cost New/Replacement** | **Repair** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

**CLAIMS INVOLVING UNIVERSITY PROPERTY OR EQUIPMENT**

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| --- |
| A $1,000 deductible will be applicable to each insurable loss. In the event of theft of University equipment, the deductible will be waived if the equipment was secured by a University-approved locking device at the time of loss (Refer to Section 9.2, Equipment Security, of the APPM.) |
| No payments will be made for mysterious disappearance losses. The term mysterious disappearance is given to those incidents which occur without evidence that a loss occurred, e.g., no visible signs of forced entry, forcible theft, etc. |
| Loss adjustment is subject to verification of recorded values in the University's property inventory. |

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