

CLAIM FOR DAMAGE TO PERSONAL PROPERTY
LOCATED ON UNIVERSITY PREMISES

I. LOSS INFORMATION

Date of Loss: _____

Loss Location _____

Cause of Loss: _____

II. DESCRIPTION OF DAMAGED PROPERTY

Please complete attached sheet and attach copies of invoices for replacement or repair. Please provide specific description of each item (book title, etc.).

PLEASE NOTE: Property for which claim is made must have been used in carrying out your duties as a Purdue faculty or staff member. Property which does not fit this category, i.e. personal radios, photos, etc. cannot be considered for payment.

Coverage carried by Purdue is **excess** over any personal insurance you carry (homeowners, renters, etc.)

You may be asked to provide documentation demonstrating that an item is not repairable prior to us agreeing to pay to replace that item.

Items that require replacement will be settled at replacement cost less depreciation, until the item is actually replaced.

Please attach all documentation you have in support of your claim. This would include receipts and invoices of repair.

III. PROPERTY OWNER

Name: _____

Home Address: _____

Campus Address: _____

Campus Phone: _____

PUID #: _____

IV. INSURANCE STATEMENT

Please complete the statement which applies to your circumstances.

- a) I hereby affirm there was no other insurance coverage in force at the time of this loss which could reimburse me either wholly or partially for this damage.

Signature

Date

b) Claim for loss was submitted to my insurance carrier and I received
reimbursement in the amount of \$ _____

Please attach documentation of amount received.

Signature

Date

Please return to: Tiffany Utermark Phone: 765-494-6134
E-mail tutermark@purdue.edu
Risk Management FAX: 765-496-1338

