

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  
E-mail  
Risk Management  
FREH

Phone: 765-494-6134  
tutermark@purdue.edu  
FAX: 765-496-1338

