

MEMO



RISK MANAGEMENT OFFICE  
Freehafer Hall  
401 S. Grant Street  
West Lafayette, IN 47907-2024  
(765) 494-1690 • FAX (765) 496-1338  
[www.purdue.edu/Risk\\_MGMT](http://www.purdue.edu/Risk_MGMT)

**TO: Business Managers and Others**

**FROM: Mark W. Kebert, Risk Manager**

**DATE: June 10, 2008**

**RE: Certificates of Insurance**

If your school, department, or group is sponsoring or participating in an official Purdue University activity away from campus, you may be asked to provide proof of insurance for any liability which may result from your group's actions, i.e. injury to, or damage to property of, a third party. This is a common request, and enables the premises owner to establish that your group has liability coverage which would respond in the event of a loss.

These are examples of circumstances which may prompt a request for evidence of coverage:

- Use of a community meeting hall, school, or church for a meeting or series of meetings.
- Having an informational booth at a local shopping mall, fair, or festival.
- Taking a group of students on a plant visit or field trip.

Liability coverage is always in force for approved university events. Proof of coverage is provided via a certificate of insurance issued by the University's liability insurance carrier. **A certificate of insurance only needs to be issued when one is requested by the premises owner.** The certificate will state the amount of coverage in force and that your particular event is covered.

In order to request a certificate, we will need a completed RM02 Form (attached) along with a copy of any agreement or contract which pertains to the activity. **NOTE:** This memo and form, along with other information concerning property and casualty insurance, can be accessed via the Risk Management website at: [http://www.purdue.edu/Risk\\_MGMT/](http://www.purdue.edu/Risk_MGMT/).

When completing the RM02, your information goes in the Requestor's section, and the premises owner's information goes in the Certificate Holder's section. If you will be holding multiple activities throughout the year at a particular location, or if you plan to repeat an activity at the same location, please indicate that under the Certificate Purpose. We will word the certificate such that you will not need to request an additional certificate for each event.

Whenever possible, please complete the RM02 electronically and forward it as an MS-Word document to the appropriate email address indicated on the form. All CES requests must be routed through the CES Director's Office for approval. To assure timely delivery of your COI, please submit your RM02 at least **three (3)** working days prior to the activity.

Please contact Dann VanHoosier at 4-1690 if you have any questions about the process.