

DEPARTMENTAL PROPERTY DAMAGE/THEFT CLAIM FORM

Department Information: (Please type or print clearly)

Department Name: _____

Department Address: _____

Telephone Number: _____

Description of Incident - Damage/Loss/Theft Information:

Date of Incident: _____ Time: _____ AM PM

Location: _____

Description and Cause of Incident: _____

CMU Owned Property Damaged/Destroyed/Stolen: (Briefly Describe)	Estimated Value
Include Tag numbers when applicable	

(Attach Supplemental Sheets as Needed)

Reporting Staff Information:

Name: _____ Position: _____

Telephone No.: _____

Reporting Staff's Signature: _____

Date: _____

**REMINDER: THIS FORM SHOULD BE SENT (WITHIN 24 HOURS OF THE INCIDENT) TO THE OFFICE OF:
RISK MANAGEMENT ENVIRONMENTAL HEALTH & SAFETY**

1303A West Campus Drive

Mt. Pleasant, MI 48859

EMAIL: RISK@cmich.edu

FAX: (989)774-1303

- **PLEASE NOTE: COMPLETING THIS FORM DOES NOT GUARANTEE REIMBURSEMENT.**
- **Contact your homeowner's insurance agent for coverage of personal belongings.**

DEPARTMENTAL PROPERTY DAMAGE/THEFT CLAIM FORM INSTRUCTIONS

To process a claim for departmental damage/theft, a contact person, within the department, who will be handling the claim must complete the procedures noted below. The claim form is completed and signed by the employee making the claim within the department. Please forward the original claim form to the Office of Risk Management Environmental Health & Safety at 1303A West Campus Drive **within 24 hours** of the incident.

PLEASE READ THE PROCEDURES BELOW CAREFULLY PROVIDE INFORMATION REQUESTED ON THE DEPARTMENTAL PROPERTY DAMAGE/THEFT CLAIM FORM PROCEDURES

1. As soon as a departmental property damage or theft occurs, a member of the department should call the Office of Risk Management, 774-3741, with the information requested on the **Departmental Property Damage/Theft Claim form**.

NOTE: This is especially important in cases where damage/theft is catastrophic (flooding, fire, etc.). Risk Management will make arrangements with the department to view the scene of the damage/theft and to inspect the damaged property if the situation warrants such activity.

2. If an on-campus theft has occurred, the department should contact CMU Police at 774-3081 to file a report. If a theft has occurred off the premises of the main campus, local police should be called to file a report. This is a very important step, as no theft claims may be filed without a police report.
3. Ensure that the department keeps the damaged property until it has been inspected by Risk Management. If there is a need to dispose of perishable items or make arrangements for temporary storage of damaged property, please notify Risk Management at the time the claim is first reported.
4. The reporting staff member should fill in the information requested on the **Departmental Property Damage/Theft Claim form**. The form must be signed by the reporting staff member and forwarded, along with any other relevant materials or information, to Risk Management **within 24 hours** of the loss. The department filing the claim should retain a copy for their files.

IMPORTANT

CMU's Property Insurance Policy covers **CMU owned property only** and has a \$50,000 per occurrence deductible. If, after a review and/or investigation of the claim, it is determined by Risk Management or the University's insurance carrier that the claim is to be compensated for by the University, the department will be asked to provide receipts and/or invoices for all labor and materials. **If a claim is accepted, the department will need to pay a \$1,000.00 internal deductible that will be subtracted from the total amount reimbursed to the department. Before a department is reimbursed for their damages, replacement items must be purchased, or repair work must be completed and paid for by the department.**