

Submit this completed form and all required documentation to insuranceservices@asu.edu.

Risk Management use only

ASU claim #: _____ State claim #: _____ State adjuster: _____

Section 1: Reporting requirements

ASU is insured by the State of Arizona, which requires that all claims must be submitted in a timely manner. The Property Loss Report and required documentation must be received within the time lines set forth below. Any claim reaching 90 days with no action or any claim submitted after 90 days will be denied.

1 day from discovery of loss for property damage expected to exceed \$10,000.

10 days from discover of loss for losses under \$10,000.

Section 2: Document requirements

In order to properly asses the claim, the following must be submitted with the claim, where applicable:

- Loss report.
- Detailed quote/estimate.
- Pictures.
- Original purchase order/receipts.*
- Property control/serial numbers.*
- Police report.

*Content damage/theft

Section 3: Claimant information

Department name: _____ Mail code: _____

Contact name: _____ Contact phone: _____

Account number for reimbursement: Cost center: _____ Program code: _____

Section 4: Critical information

Do any of the following apply to this loss? No Yes | If 'No' go to Section 5.

Check all that apply	Description
Physical injury	
Student or faculty displacement	
Content damage	

Content is moveable items or possessions that are owned by ASU, such as electronics, office furnishings, office supplies, equipment or tools. Damages to walls, doors, floors, windows, parking structure, gates, etc. are considered **Structural**.

Section 5: Loss information

Date of loss: _____ **Project #:** _____
Campus: _____ **Location:** _____ **Building/rooms:** _____
Work order #: _____ **Police report #:** _____
Property control #: _____ (for content damage)
Estimated amount of loss: \$ _____ **Remediation:** \$ _____ **Build back:** \$ _____

Describe in detail how the damage or loss occurred:

Did you attach pictures? Yes No | Attach all pictures in an email as jpg. or PDF.

Important information:

- 1. Required estimates:** Estimates **must** be submitted to ASU Risk Management Services in order to obtain approval from the State of Arizona to move forward with repairs. For faster processing of a content claim or in the case of theft, please acquire **two (2) like kind and quality quotes** and submit them as soon as possible to insuranceservices@asu.edu.
- 2. Claim number:** Once your claim is submitted, please note the ASU or State claim number that is assigned and include it along with your name on all documents you submit, when you email, or when you call Risk Management Services.
- 3. Original purchase order/invoice:** For faster processing of content claims or theft, please acquire and submit a copy of the original purchase order or invoice and a purchase order or invoice for the replacement.
- 4. Pictures:** Depending on the damage, consider including full-frame pictures of the entire structure (floor to ceiling) and close-up pictures of the actual damage.

For any questions regarding this form or the insurance recovery process, please:

Visit: <https://cfo.asu.edu/insurance-services> | Email: insuranceservices@asu.edu | Call: 480-965-7700