

University of Idaho

Property Loss Reporting Form

TO: University of Idaho, Risk Management,

P.O. Box 443162, Moscow, ID 83844-3162

or Fax (208) 885-9490

Date:			
Department Suffering Loss:			
Type of Loss: Please put an X.	Fire _____	Explosion____	Inside Theft__
	Wind _____	Machinery__	Outside Theft_____
	Water _____	Breakage____	Power Outage_____
	Other _____		
Items Damaged or Stolen: (Include identifying information such as serial #, state tag #, make and model, and Inland Marine Certificate #)			
Description of Loss or Damage: (If lost, Location of item when last seen)			
Approximate Dollar Amount of Loss or Damage:		Attached estimates of repair: <input type="checkbox"/>	
Witnesses' e-mail and phone:		Attached Police Report: <input type="checkbox"/>	
Report Submitted by and phone:			
Who should be contacted for further information? Address, e-mail, and Phone:			
Could anything have been done to prevent the damage or loss? What could be done in the future to prevent similar damage or loss?			

*****FOR RISK MANAGEMENT USE ONLY*****

Copy to Insurance Broker	Yes	_____	No	_____	Done	_____
Adjuster Assigned	Yes	_____	No	_____	Done	_____
Coverage verified	Yes	_____	No	_____	Done	_____