

Fill in all applicable blanks

UNIVERSITY OF CALIFORNIA  
PROPERTY LOSS REPORT  
(University Property Only)

Claim # \_\_\_\_\_

Program Coverage:  BUS-28A  BUS-28B  BUS-28C  BUS-69  
 Boiler & Machinery  Builder's Risk  Crime  Fine Arts  Marine

**Incident / Claim Information**  Incident Only

UC Location: \_\_\_\_\_ Incident Date/Time: \_\_\_\_\_ Incident Reported Date: \_\_\_\_\_

Division: \_\_\_\_\_ Unit: \_\_\_\_\_ Asset Number: \_\_\_\_\_

Incident Address or Location: \_\_\_\_\_

Incident Description: \_\_\_\_\_

Property Description/ ID: \_\_\_\_\_

\_\_\_\_\_ Scheduled or Estimated Value \$ \_\_\_\_\_ Title of Property: \_\_\_\_\_

On UC Premises  Subrogated  Not Covered  Amount Not Covered \$ \_\_\_\_\_

Date Reported to Campus RM \_\_\_\_\_ Reported by \_\_\_\_\_ Title \_\_\_\_\_

Denied  Denied Date \_\_\_\_\_ Denied Reason \_\_\_\_\_

**Vehicle Information**

Year/Make/Model \_\_\_\_\_ Fleet # \_\_\_\_\_ License # \_\_\_\_\_

Vehicle Ownership:  Fleet  Dept. Owned  Assigned to Dept.  Leased  Other

Owner/Assigned Dept. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Driver Name \_\_\_\_\_ License # \_\_\_\_\_ SSN \_\_\_\_\_

Use of Vehicle:  Authorized  DUI  Not Authorized or Misuse \_\_\_\_\_

**Third Party Vehicle**: Year/Make/Model \_\_\_\_\_ License # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Driver: \_\_\_\_\_ License # \_\_\_\_\_

Owner: \_\_\_\_\_

Insurance: \_\_\_\_\_ Policy # \_\_\_\_\_

**Request for Funding**

Department Name and Account #: \_\_\_\_\_

Gross Loss \$ \_\_\_\_\_ Deductible \$ \_\_\_\_\_ Amount to Fund \$ \_\_\_\_\_

Claim Documentation:  Photographs  Police Report  Repair/Replacement Invoice

Scheduled Value  ACV/Blue Book  Subrogation  Other

Additional Comments: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Signature certifies property has been verified for coverage under the specified Program

Distribution: Original to Campus Risk Management Office – (Campus Risk Management to forward copy to OPRM)

Retention: Campus Risk Management – 3 Years

Rev (5/01)