

## WESTMINSTER COLLEGE PROPERTY DAMAGE OR THEFT REPORT

(Obtain # from Campus Security)

**INSTRUCTIONS:**

1. This form is in a fillable format. It is to be completed by College personnel – **designated as that person responsible for and/or custodian of** school equipment that is stolen and/or when property damage occurs.
2. If damage is the result of malicious activity OR if property is stolen, contact Campus Patrol Services at ext. 2525 (832-2525), report the incident (damage or theft) and obtain a case number (insert above). *If damage is non-malicious in nature, a case number is not necessary.*
3. Contact the Risk Management Office at ext. 832-2657 to report the case number and/or damage incident.
4. **Complete this form online** to report damage to or loss of College equipment or property; **print and sign the form**. Attach documentation describing current replacement costs that is the lowest price available to the College for comparable property with similar features (no “upgrades”). **Route to the Risk Management Office (Gore 213).** Questions regarding this form or process may be directed to 832-2657 or 2565. All requests are subject to approval. **KEEP A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS.**
5. Comply with the insurance provision that requires Westminster College departments to compile and submit all claim information in a timely manner. *If not done so, the College's insurer may deny coverage for a loss.* The Risk Management Office will process the claim once the required documentation is received from the department.
6. Place any College property damaged beyond repair and requiring replacement in a safe location for inspection by the insurer. Retain the damaged property and the equipment that caused the loss. (For example, if a faulty valve caused water damage to some property, save the valve.) If you prevent the insurer from recovering against a negligent supplier, manufacturer or installer, our claim could be denied.

**GENERAL INFORMATION**

A. Person completing report	Date of Report	B. Department
C. Phone Number	D. E-mail Address	

**PROPERTY DAMAGE OR THEFT**

E. Date of Damage or Loss:	F. Exact time of Damage or Loss
G. Exact location of Damage or Loss	H. Damage or Loss was initially discovered by (name of student or staff):

## I. Description of item(s) damaged or stolen PER OCCURRENCE (list each item separately below)

<b>ITEM #1:</b>	Manufacturer:	Model #:	Serial #:
	Date of Original Purchase:	Original Vendor:	Original Cost: \$
	<input type="checkbox"/> Damaged OR <input type="checkbox"/> Stolen?	Cost to Repair: \$	Dept. Account #:
	REPLACEMENT COST Vendor Name and Quote: _____		\$ _____
<b>ITEM #2:</b>	Manufacturer:	Model #:	Serial #:
	Date of Original Purchase	Original Vendor::	Original Cost: \$
	<input type="checkbox"/> Damaged or <input type="checkbox"/> Stolen?	Cost to Repair: \$	Dept. Account #:
	REPLACEMENT COST Vendor Name and Quote: _____		\$ _____
<b>ITEM #3:</b>	Manufacturer:	Model #:	Serial #:
	Date of Original Purchase:	Original Vendor:	Original Cost: \$
	<input type="checkbox"/> Damaged or <input type="checkbox"/> Stolen?	Cost to Repair: \$	Dept. Account #:
	REPLACEMENT COST Vendor Name and Quote: _____		\$ _____

**PLEASE NOTE: Any ADDITIONAL items from the same incident should be reported in the same manner and attached to this form.**

J. Additional Comments or Information
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Signature (of person completing form)

Date