

NOTICE OF CLAIM
Loss or Damage to University Property
Last Revised: 09/11/08

Departments must report loss of University property due to theft, vandalism, fire, windstorm, hail, or other accidental loss to the Department of Safety and Risk Services, 1801 Tucker St. NE, Bldg 233 MSC07 4100, 1 University of New Mexico, Albuquerque, NM 87131-0001. This report should be completed as soon as practical after the occurrence. Please attach:

- a copy of the police report, if applicable;
- a copy of the purchase document as proof of ownership, purchase, and value; and
- an estimate of the loss, listing the vendor and replacement or repair cost of each item.

Automobile accidents are reported on **Exhibit C, "Casualty and Liability Insurance and Claims" Policy 6150, UBP.**

Description of the event causing the loss:

Department Incurring Loss _____ Organization Code _____

Contact Person _____ Phone # _____

Department Account Number for Insurance Recovery _____

Date of Occurrence _____ Approximate Time _____

Location of Loss/Building/Room/ _____

Description of the Property Lost or Damaged/UNM Inventory Number (If Applicable)

Serial Number/Value/Repair Cost _____

If equipment or property is not repairable or is stolen and is valued at \$5,000.00 or more, a copy of this report must be sent to the office of Inventory Control along with a copy of the police report. If a computer is stolen, regardless of the value, a copy of the police report and this form must be sent to the office of Inventory Control.