INSTRUCTIONS

Use this form for: Reporting Thefts or Damage to NSHE Property that exceeds $2,000 (excluding Motor Vehicles) and for Reporting Boiler and Machinery losses that exceed $2,000.

Report the loss immediately. A $2,000 deductible applies to all claims. Losses under $2,000 are the responsibility of the individual department.

Notify and Send Original Report to:
BCN – Risk Management: Susan Dunt (775) 682-6107 Fax: (775) 784-4363 M/S 0241 - Reno
Email: sdunt@unr.edu

Date of Incident: ____________________________ Time ____________________________

Location Where Loss Occurred Including Street Address:
________________________________________________________________________
________________________________________________________________________

Department ____________________________ Budget Account ____________________________

Contact Person ____________________________ E-mail: ____________________________
Telephone No. ____________________________ Fax No. ____________________________

Provide a detailed description of what happened and what was damaged/lost. Attach witness statements and photos, along with related police or fire reports. Please attach additional pages if necessary.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Estimated Value of Loss $ ____________________________

Form Completed By: ____________________________ Date: ____________________________