Crime and Fidelity Loss Report

INSTRUCTIONS:

Use this form for reporting Crime and Fidelity losses: Public Employee Dishonesty; Forgery of Alteration; Theft, Disappearance and Destruction; and Computer Fraud.

Notify:

Appropriate authority (police, fire, etc.) as soon as possible after discovery of a loss or a situation that may result in a loss. Also please notify:

BCN – Risk Management Department (775) 682-6107
BCS – Risk Management Department (702) 895-5735

Human Resources Offices and Internal Audit Departments - in the event there is reason to believe the loss is due to employee dishonesty.

Original Report Should Be Sent To:

BCN-Risk Management, Susan Dunt, Artemesia Bldg. RM 003, MS-0241, Reno, NV 89557 or Fax (775) 784-4363.
BCN – Risk Management, Michael Means, CSB-119 (1042), UNLV, Las Vegas, NV 89154

Date of Discovery of Loss: ____________________ Time ____________________

Location Where Loss Occurred Including Street Address:

______________________________________________________________

______________________________________________________________

Department ____________________ Division ____________________

Budget Account ____________________

Contact Person ____________________ Title ____________________

Telephone No. ____________________ Fax No. ____________________
Provide a detailed description of what happened. Take pictures of the crime scene and damaged property if applicable. Attach related police or fire report. (Additional pages may be attached if necessary).

Estimated Value of Loss $__________________________
(Institution Deductible $2,000 per occurrence)

Form Completed By: ________________________ Date: ___________

Copy Sent To:

☐ BCN or BCS Risk Management/Date __________
☐ Supervisor of Affected Campus/Location Date __________
☐ Department Head of Affected Campus/Location Date __________

NSHE Risk Management Use Only

☐ Notification Sent To Insurance Company Date __________

Total Amount of Loss $_______________