



BOISE STATE UNIVERSITY

Property Damage and Loss Report

Procedures:

All University property losses/damage should be reported immediately to Boise State Risk Management at (208)-426-3636 or rmi@boisestate.edu.

- Damage/Losses from theft, vandalism, or other crimes must be reported to Public Safety at (208) 426-6911.
- Keep all damaged property, do not discard or allow a clean-up company to dispose of salvage items.
- Include as much detail in the report as possible.
- Do not delay submitting the Property Damage/Loss Report while waiting for law enforcement reports or repair estimates.

Documents that may be requested by State of Idaho claim adjuster include:

- Purchase order or invoice showing original value
- Replacement cost and documentation
- Appraisals or repair estimates
- Police and Campus Security reports
- Photos or Witness Statements

Property Repairs or Replacement:

- Departments are responsible for making arrangements for repair or replacement of damaged property. Repair estimates need to be coordinated with Risk management and State of Idaho claims adjuster.
- Payment for losses is made to the Department when the claim is finalized. Payment is subject to property insurance deductible which is the responsibility of the department.

Reported by

Date Reported:

Time Reported:

First Name:

Last Name:

Job Title:

Phone:

E-mail Address:

Department:

Department Manager:

Manager E-mail:

Event Information

Building Address:

Date of Loss:

Time of Loss:

Type of Loss:

Fire
Machinery
Theft
Water
Power Outage
Explosion
Wind
Breakage
Other

Items Damaged or
Stolen:

If lost, location of item
when last seen:

Property Damage Details

Property Category

Description of Loss:

Inland Marine Serial
Number:

Estimated Repair Cost:

Department Contact:

Please e-mail completed report to rmi@boisestate.edu.
