TO: Campus Departments with Potential Insurance Claims

FROM: John Jensen, Campus Insurance Coordinator  
        410-706-4358   jjensen@umaryland.edu  
        Angela Boxley, Campus Insurance Coordinator  
        410-706-3221   aboxley@umaryland.edu

RE: HOW TO FILE A CLAIM FOR DAMAGED UNIVERSITY PROPERTY

Important - The State Treasurer’s Office of Maryland must be notified of a potential insurance claim within 60 days of the incident. Notifications are sent from either of the UMB insurance coordinators listed above.

Attached is an inventory sheet that you should use for compiling a record of damaged/destroyed items. Please make multiple copies of the form and follow the instructions below:

1. Please use one sheet for each vendor/supplier of a damaged item. Put the name of the vendor/manufacturer on the top of each sheet. Please be sure to include the catalog or manufacturer’s product number for each item.

2. Please include a concise description and quoted cost for each item. Indicate whether shipping is included.

3. Please number each item and each page. This will assist in matching up invoices with approved inventory lists.

4. Submit the completed sheets (including signature) to the Central Administration Support Services (CASS) via campus mail, e-mail or fax number 6-1401. Retain copies for your records.

5. Procurement rules must be followed for all insurance claim purchases!! Purchases under $5,000 can be made on the UMB Procurement Card. Purchases on the procurement cards must be reallocated to the Insurance Claim Project ID when statements are reconciled at the end of the month. Contact John Jensen at extension 6-4358 to get the account information required to make the reallocations. Please reference the UMB claim number, inventory page number and item number on all purchases and requisitions.

NOTE: In cases of sole sources, the requisition will need to be accompanied by a written concise justification as to why the item is only available from the specified source.
Please keep the following in mind while proceeding with this process:

1. Do not order any replacement items without the prior approval of the campus insurance coordinators, John Jensen or Angela Boxley. The Insurance Division of the State Treasurer’s Office has the sole authority to approve the purchase of replacement items.

2. Damaged items have to be inventoried by Facilities Management or their designee prior to disposal; therefore, do not discard items without authorization.

   **NOTE: DISPOSAL OF DAMAGED CHEMICALS / BIOLOGICALS MUST BE COORDINATED WITH ENVIRONMENTAL HEALTH AND SAFETY (EHS). CONTACT THEM AT Ext. 6-7055 OR FAX DISPOSAL REQUEST TO 6-8212**

3. Please notify Central Administration Support Services by either fax or e-mail when replacement items have been received and accepted.

4. All invoices should be sent to Central Administration Support Services for processing at the following campus address:

   University of Maryland Baltimore
   620 Lexington Building– Room 1110 B
   620 Lexington Street
   Baltimore, MD 21201.
**INSURANCE CLAIM INVENTORY SHEET**

CLAIM #__________

DEPARTMENT: ____________________________  CONTACT PERSON: ________________

LOCATION: ____________________________  PHONE: ________________  FAX: ____________

AUTHORIZED DEPARTMENT SIGNATURE: ______________________________________________________________________________***

VENDOR /SUPPLIER: ____________________________  PHONE: ________________

List only items that were damaged /destroyed as a result of an insured incident.

*NOTE: ONE PAGE FOR EACH SUPPLIER / VENDOR*

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*** It is a crime under Maryland law to knowingly provide false, incomplete or misleading information regarding an insurance claim for the purposes of committing fraud. The person signing this form stipulates that the enclosed information is complete and accurate to the best of their knowledge.