

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 25
Policies and Procedures	Page 1 of 2
Title <i>PROPERTY LOSSES AND CLAIMS</i>	Effective Date 05/15/2012

Filing a Claim

To file a claim for loss, injury, or damage, a [Property Loss Claim Form](#) should be submitted to System Office of Risk Services (SORS) (786-7755, fax: 786-1412, or sdrisk@alaska.edu). This form may be forwarded to the SORS for a coverage evaluation (fax: 474-5634). Losses should be reported promptly. Filing delays of more than thirty days from the date of occurrence may preclude recovery. Attach a copy of the property inventory report (PY50 or PY30) containing the description, purchase date, and purchase price of the lost or damaged item(s). Inventory reports are available from the Property Clerk at 786-1090. For personal property claims, documentation of value may be required in the form of receipts, canceled checks, invoices, appraisals, etc.

Repair and Replacement Considerations

If the damaged property can be repaired, arrange to have the repair accomplished in the most economical means available under the circumstances. SORS will cover the cost of the repair (less deductible) which does not exceed the replacement value. Submit copies of the repair invoice to SORS (786-7755, fax: 786-1412 or sdrisk@alaska.edu) along with the organization code to be credited.

If the property must be replaced, SORS will cover the cost of replacement property with like kind and quality. Submit copies of the final invoice for the replaced property to SORS (786-7755, fax: 786-1412, or sdrisk@alaska.edu) along with the organization account to be credited.

If you wish to upgrade property and not replace it with like kind and quality, you will need to obtain two quotes for replacement of the property of like kind and quality and submit those to SORS (786-7755, fax: 786-1412, or sdrisk@alaska.edu). Submit the two quotes and a copy of the invoice for the property purchased. SORS will then make reimbursement of the lesser of the two amounts. In cases of replacement purchases in excess of \$5,000, Procurement Services quote procedures may apply. Contact Procurement Services at 786-6500.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 25
Policies and Procedures	Page 2 of 2
Title <i>PROPERTY LOSSES AND CLAIMS</i>	Effective Date 05/15/2012

If the property is not replaced, SORS will pay for actual cash value of the property. Actual cash value is the replacement cost of like kind and quality less depreciation. Submit either a property inventory report which shows the purchase date of the property lost or copies of the original purchase order. Obtain two quotes for replacement of like kind and quality and submit to SORS (786-7755, fax: 786-1412, or sdrisk@alaska.edu). SORS will calculate the depreciation and credit your organization account.

Reporting

All losses due to theft, burglary, accidents, or vandalism that occur at UAA's main Campus should be reported the University Police (UPD) at 786-1120. UPD will forward a copy of the investigation report to SORS. Losses that occur at other UAA locations should be reported to the local police departments. Claimants should attach a copy of non-UPD reports to all claims. Claimants which are typically a supervisor from a department will also contact EHS to evaluate how future losses can be mitigated.

All claims for physical damage to university owned, rented, or leased vehicles and other property will be processed and reimbursed through SORS. If a privately owned vehicle is used for university business, the owner's insurance is primary and the claim should be presented to the driver's insurance agent.

All third party claims should be reported to SORS (786-7755, fax: 786-1412 or sdrisk@alaska.edu).