

Environmental Health and Safety Manual (EHS)

EHS 705–01: University Property Loss Insurance Recovery—Property Claims

Effective: 4/15/1997

Revised: 12/1/2012

Purpose

To provide guidelines and an overview of the method and process for filing a property loss insurance claim for university-owned or leased property

Sources

Arizona Revised Statutes § 41–621 et seq.

Arizona Administrative Code R2–10–101 et seq.

Applicability

University-owned or leased property

Policy

ASU is self-insured through the State of Arizona Department of Administration, Risk Management Section (ADOA Risk Management Section). ASU and its officers, agents, and employees shall cooperate with the Arizona Attorney General’s Office and ADOA Risk Management Section and their representatives and provide all information and materials required for adequate investigation and resolution of claims.

Insurance Services serves as the university’s liaison to the ADOA Risk Management Section.

Procedure

All university-owned or leased property insurance claims must be processed through Insurance Services.

Departments and units suffering a university-owned or leased property loss must complete Insurance Services Property Loss Report on the Insurance Services [forms](#) Web page in accordance with the directions contained in the Property Loss Report Checklist on that Web page. For accurate and timely resolution of claims, include all available supporting documentation outlined in the checklist with the property loss report. Forward the completed property loss report and supporting documentation to Insurance Services (mail code 6412) within 10 calendar days of the loss. ADOA Risk Management Section will not cover a property loss that is reported later than 90 days following discovery of the loss.

For property losses anticipated to exceed \$10,000, immediately notify Insurance Services by fax (480/965–0736), telephone (480/965– 1823), or e-mail (insuranceservices@asu.edu). In addition, a property loss report and supporting documentation must be submitted to Insurance Services within 10 calendar days of the loss.

Insurance recovery funds are issued by ADOA Risk Management Section directly to Insurance Services, and those funds are disbursed to the appropriate department or unit account upon receipt. The disbursement is made to the account identified by the claimant in the property loss report. A copy of the recovery check and cash receipt is forwarded to the department or unit. The ADOA Risk Management Section has salvage rights for lost or damaged property covered by insurance funds.

Cross-Reference

For related information, see the *Property Control System Policies and Procedures Manual*:

1. [PCS 401](#), "Identifying Purchased Equipment"
2. [PCS 402](#), "Identifying Fabricated Equipment"
3. [PCS 1101](#), "Stolen University-Owned Equipment"

and

4. [PCS 1102](#), "Stolen Sponsor-Owned Equipment."