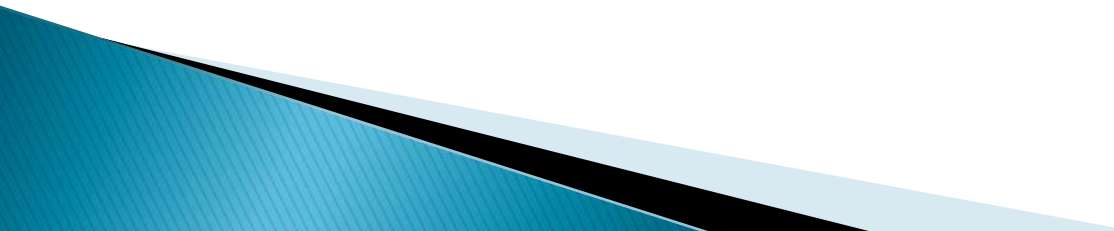


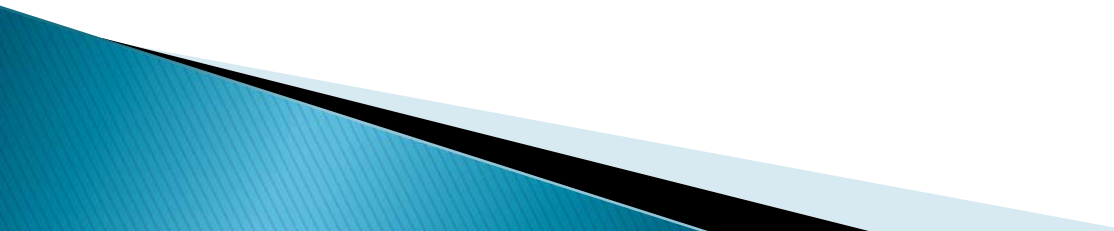
# Property Loss / Claim

(With Anticipated Expenses Over \$25,000)

# Risk Management & Unit Discussions

- ▶ Review Loss
  - ▶ Identify possible insurance expenses
    - Labor
      - Internal
      - OPP
      - Outside Contractor & Vendors
    - Equipment / Supplies
      - Replacement / Repairs
      - Equipment Upgrade
- 

# 6 – Digit Special Project Budget

- ▶ Establish Budget for Full Related Expenses
  - ▶ Set-Up in Unit Admin Area
  - ▶ Direct Charge Expenses
    - Unit
    - OPP
- 

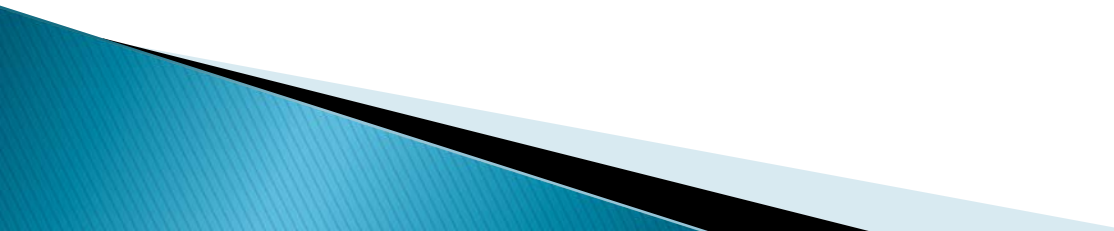
# Unit Responsibilities

- ▶ Complete Property Loss Report
- ▶ Provide the \$25,000 deductible
- ▶ Forward all supporting documentation to FO
- ▶ Understands unallowable expense will be JV'd back to Unit

# FO Responsibilities

- ▶ FO will provide Controller's Office the budget/fund for \$25,000 transfer
- ▶ FO will review expense to ensure it meets the defined criteria, as previously discussed with Risk Management
- ▶ FO will send support documentation to Risk Management
  - If questionable discuss with Risk Management
  - Expenses not meeting insurance loss criteria will be JV'd back to unit by Controller's office

# Risk Management Responsibilities

- ▶ Peggy Janowiak will serve as liaison between the University and its insurance carrier
  - ▶ Will review expenses upon receipt of all supporting documentation
  - ▶ Submit claim package to the insurance carrier for final resolution
- 

# Controller's Office

- ▶ Establish Special project
  - ▶ Transfer insurance reimbursable expense at year end to receivable account
  - ▶ Record reimbursement and close project
- 