



Property Loss Notice

Instructions on filing a Property Loss Notice with the Office of Risk Management can be found in the Administrative Policy and Procedure Manual Section 10.2. In addition, please note the following items:

1. Department must report loss to WSU Police and obtain a case number before filing a Property Loss Notice.
2. **Property Loss Notice must be filed within 5 days of a reported loss.**

Date of Loss	Location of Loss	WSU Police Report No.
Building Name/Number	Department/Unit	Date Prepared
Person Filing Loss Notice & Campus Address		Campus Telephone No.

Cause of Loss (i.e. theft, fire, vandalism, etc.):

Corrective measures taken to prevent future loss:

Description of Property Stolen or Damaged (**attach additional sheets if necessary**)

Item	Serial No.	Date Acquired	Cost New/Replacement	Repair
1.				
2.				
3.				
4.				

CLAIMS INVOLVING UNIVERSITY PROPERTY OR EQUIPMENT

A \$500 deductible will be applicable to each insurable loss. In the event of theft of University equipment, the deductible will be waived if the equipment was secured by a University-approved locking device at the time of loss (Refer to Section 9.2, Equipment Security, of the APPM.)

No payments will be made for mysterious disappearance losses. The term mysterious disappearance is given to those incidents which occur without evidence that a loss occurred, e.g., no visible signs of forced entry, forcible theft, etc.

Loss adjustment is subject to verification of recorded values in the University's property inventory.