



NOTICE OF CLAIM

LOSS OR DAMAGE TO UNIVERSITY PROPERTY

ROUTING
EHS&RM
MSC 3578
ehs@nmsu.edu
Phone 646-3327

Departments must report loss of NMSU property due to theft, vandalism, fire, water, wind, hail, or other accidental loss. This form should be completed as soon as practical after the occurrence but must be within five (5) days of the occurrence to allow for processing. In the event of a multiple loss, including both property and vehicles is to be submitted within ten (10) days of the initial report date. Please send the following items as soon as available:

- Copy of the police report, if applicable
- Copy of the purchase document as proof of ownership, purchase, and value
- Estimate of the loss, listing the vendor and replacement or repair cost of each item

SECTION 1: CLAIMANT/DEPARTMENT INFORMATION

Department Incurring Loss _____ College/Division _____

Contact Person _____ Phone # _____

Campus: _____ Address _____

Email _____ Department Index Number for Insurance Recovery _____

SECTION 2: LOSS INFORMATION

Date of occurrence _____ Approximate Time _____ AM _____ PM

Exact address of building and/or room number Loss Incident occurred: _____

Type of Loss (check one): Fire Theft Lightning Hail Flood Wind Other

Description of the event causing the loss:

Description of the property damaged (provide NMSU inventory number, if applicable):

Building Damage:

Contents Damaged:

Machinery/Equipment Damaged:

What has been done to prevent further damage?

Does NMSU own the building: Yes No

If property is leased, list from whom: _____

Estimated cost of damages \$ _____ (Per occurrence \$2,500 deductible for damages and \$5,000 deductible for theft)

SECTION 3: REPORTER SIGNATURE (All statements made on this form are true and correct to the best of my knowledge)

Date: _____ Signature: _____ Print Name: _____

Phone Number: _____

It is the responsibility of the property owner to notify NMSU Central Property if equipment or property is not repairable or is stolen and is valued at \$1,000 or more.

Return completed form to:
Environmental Health Safety & Risk Management
New Mexico State University
P.O. Box 30001/MSC 3578
Las Cruces, NM 88003-8001
ehs@nmsu.edu