



PROPERTY DAMAGE / THEFT DEPARTMENT'S PROCEDURES

The goal of the Business Center South Risk Management & Safety department (BCS-RMS) is to protect the students, staff, visitors and the institution from injury and/or financial loss. To pursue this goal, we have implemented some guidelines and procedures for departments to follow if property belonging to your institution is damaged or stolen.

All property losses should be reported to BCS-RMS as soon as possible. Claims are administered by the BCS-RMS.

Damaged Property Procedures:

- Secure the property. Please do not throw anything away.
- Take pictures if possible.
- Notify RMS immediately either by phone or e-mail.
- Complete the *Loss Property* form and submit it to BCS-RMS:
http://rms.unlv.edu/insurance-and-claims/insurance/claims/loss_property_form.pdf
- Submit:
 - 1) Original purchase order if available.
 - 2) Replacement purchase order.
 - 3) Replacement final invoice.
 - 4) Proof of payment of the final invoice.
 - 5) Any documentation to show value of damaged or lost property.

Stolen Property Procedures:

- File a report with Police Department.
- Take pictures if possible.
- Notify RMS immediately either by phone or e-mail.
- Complete the *Loss Property* form and submit it to BCS-RMS:
http://rms.unlv.edu/insurance-and-claims/insurance/claims/loss_property_form.pdf
- Submit:
 - 1) Original purchase order if available.
 - 2) Replacement purchase order.
 - 3) Replacement final invoice.
 - 4) Proof of payment of the final invoice.
 - 5) Any documentation to show value of damaged or lost property.

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