This Risk Management Memo supersedes Risk Management Memo 97-01 and provides information regarding the availability of property insurance for miscellaneous equipment. Miscellaneous equipment includes musical instruments, fine arts, cameras, electronic data processing equipment (EDP) and similar equipment. Insurance covers standard perils such as fire and theft.

Background
The University maintains property insurance with a $100,000 per occurrence deductible. This deductible level essentially results in no insurance protection for the loss or damage of University owned equipment with values of less than $100,000. For this reason, departments may wish to purchase insurance with generally a $500 or $1,000 deductible for specific pieces of equipment that may be exposed to high risk of loss or that would be difficult to fund replacement. Occasionally, equipment is loaned to or rented by a department and proof of insurance in a required condition of that loan or rental. In these cases, insurance may be purchased. The cost of insurance shall be borne by the requesting department, college, or administrative unit.

Period of Coverage
Insurance may be purchased at any time. Insurance required for rented or loaned equipment may be purchased for the period of time that the equipment is rented or on loan. The period of coverage for insurance on University owned equipment begins on the date it is bound and must continue to the end of the calendar year in which it is purchased. Unless Safety and Risk Management receives a request for coverage cancellation prior to December 31 of each year, coverage will be automatically renewed.

Procedures
Departments, colleges or administrative units wishing to purchase property insurance or obtain an insurance premium quote should forward a request to Safety and Risk Management. The request must include an equipment description, value, dates to be covered and serial or ID number. Safety and Risk Management provide a premium quote to the requesting party and obtain the written approval of the requesting party before insurance is bound. Safety and Risk Management will also insure that the owner of the loaned or rented property is provided with a Certificate of Insurance evidencing insurance coverage.

For more information or to request assistance, please contact Safety and Risk Management at ext. 52283.

FORMS: NA