

REPORTING PURCHASED EQUIPMENT TO OBTAIN INSURANCE COVERAGE

PURPOSE

Either before, or in conjunction with substantial completion of a construction project, the university may assume the responsibility to insure equipment being installed in a building. The university's property insurance policy provides automatic coverage for new equipment valued up to \$5 million, but equipment valued at \$5 million or above must be endorsed onto the insurance policy.

TO REPORT PURCHASED EQUIPMENT PRIOR TO SUBSTANTIAL COMPLETION OF WORK:

For equipment valued over \$5 million, details should be reported to Risk Management (via email to riskmgmt@uh.edu) using the accompanying form within 15 days of the acquisition as follows:

1. Description of equipment-year, make, model and serial number
2. Replacement value of equipment
3. Storage Location

EQUIPMENT INSURANCE REPORTING

REQUEST FROM:

Contact Person:		Title:	
E-mail:		Phone:	
Department:		Dept. Code:	
Address:	Street: City:	State:	Zip:

Equipment Make: _____ Model: _____

Serial Number: _____ Year: _____

Description of Equipment: _____

Location of Equipment: _____

Replacement Value of Equipment: _____

Equipment Make: _____ Model: _____

Serial Number: _____ Year: _____

Description of Equipment: _____

Location of Equipment: _____

Replacement Value of Equipment: _____