



# NEVADA SYSTEM OF HIGHER EDUCATION

## PROPERTY LOSS REPORT

### INSTRUCTIONS

Use this form for: **Reporting Thefts or Damage** to NSHE Property that exceeds \$2,000 (excluding Motor Vehicles) and for **Reporting Boiler and Machinery** losses that exceed \$2,000.

**Notify:**

BCN – Risk Mgt: Lisa Schaller (775) 784-6139 Fax: (775) 784-4363

BCS – Risk Mgt: Michael Means (702-895-5735 Fax: 702-895-4690 **immediately** if loss will exceed \$2,000.

**Original Report Should Be Sent To:**

BCN Risk Management: Lisa Schaller – M/S 241 - Reno

BCS Risk Management: Michael Means – CSB-119 (1042) UNLV

Date of Incident: \_\_\_\_\_ Time \_\_\_\_\_

Location Where Loss Occurred Including Street Address:  
\_\_\_\_\_  
\_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Budget Account \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Provide a detailed description of What Happened **TAKE PICTURES**. Attach related police or fire reports. Please attach additional pages if necessary.

Provide a detailed description of how property was damaged or lost (you may attach additional pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Value of Loss \$ \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Date: \_\_\_\_\_