



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: _____