



NEVADA SYSTEM OF HIGHER EDUCATION BUSINESS CENTER NORTH 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.

Report the loss **immediately**. A \$2,000 deductible applies to all claims. Losses under \$2,000 are the responsibility of the individual department.

Notify and Send Original Report to:

BCN – Risk Management: Susan Dunt (775) 682-6107 Fax: (775) 784-4363 M/S 0241 - Reno
Email: sdunt@unr.edu

Date of Incident: _____ Time _____

Location Where Loss Occurred Including Street Address:

Department _____ Budget Account _____

Contact Person _____ E-mail: _____

Telephone No. _____ Fax No. _____

Provide a detailed description of what happened and what was damaged/lost. Attach witness statements and photos, along with related police or fire reports. Please attach additional pages if necessary.

Estimated Value of Loss \$ _____

Form Completed By: _____ Date: _____