How to file a claim

Report the loss to UW-Stout’s Risk Management Office as soon as possible after the loss occurs.

Risk Management Specialist: Deb Wik X1793 (wikd@uwstout.edu)

Make sure campus police have been notified and a police report is written. X2222

Notify Physical Plant if there are maintenance issues. X2200

Report Date and time of loss, location of where the loss occurred and provide a summary of what happened to Risk Management Office. General Incident Report

Provide the name of a contact for the department. Include their Name, title, phone, email address.

Provide a description of property involved: building, machinery, vehicle, supplies, etc.

Provide copies of invoices or inventory lists stating the date of purchase, description of the item, cost of the item. This proves you had ownership.

All receipts and payments relating to the restoration of lost property shall be accounted for through Fund 999 maintained by Risk Management. Purchase requisitions should show the designated Risk Management 999 Account number and must be approved and signed by the Risk Management office before going to purchasing.

All expenses related to the loss need to go the Risk Management Office for approval.

Risk Management must first approve all payments on repairs/replacements pertaining to the claim.

Risk Management Office will send an expenditure transfer through to the department business manager transferring expenses from the departmental expense accounts to a 999 insurance claim account. Expenses totaling the amount of the deductible will be left in the department’s expense account. Deductibles currently are $1000.00, $2500.00 for unsecured theft losses.

Expenditures can only be used for the “purchase” of items identical or similar in nature to the lost item or for services required to restore the property to its original state. RM receives payment of the claim and reconciles account.