



UNIVERSITY OF PITTSBURGH
Office of Risk Management & Insurance
1817 Cathedral of Learning

Property Claim Report
Please follow instructions below

(University-Owned Damage/Loss in excess of \$10K)

Today's Date: (mm/dd/yy)
University Department:
Contact Name:
Title:
E-mail:
Phone Number:
Total Damage Estimate: (includes clean-up costs, repairs, replacement)
Date of Loss: (mm/dd/yy)
Time of Loss: (HH:MM) a.m. p.m.
Location/Building Address:
What Happened:

Specific Areas/Items Affected:

Cause:

UPPD Report #:

Facilities Management A-job #:

(If applicable)

Follow these instructions for successfully completing the forms.

- Before completing the document, save the form (PDF format) to a location on your computer.
- Open the form in the latest version of Adobe Reader (<http://get.adobe.com/reader>).
- Complete all required fields and save the file to your computer.
- Click the "Submit" button (which will open an email window) and send.
- You may also print, complete, scan and email to allclaims@cfo.pitt.edu.

Note: Do not complete the form online within your browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.