UNIVERSITY OF CALIFORNIA PROPERTY CASUALTY LOSS REPORT
UCLA CAMPUS - BUS 28A/BUS28B

1. Please complete the following items:
1a. Date of Loss: __________
1b. Location of Loss: ________________________________
1c. Description of Property: ________________________________
1d. Serial/UC number: ________________________________
1e. Cause of Loss/Damage: ________________________________
1f. Title of Property if other than Regents: ________________________________
1g. Department Name and Account Number to reimburse: ________________________________
(Please use FAU - Full Accounting Unit)
1h. Auxiliary Enterprise? ________________________________
1i. If theft, police report number/incident number: ________________________________
1j. If applicable, BUS 28B (RFI/Request For Insurance) Policy Number: ________________________________
1k. Name of Person who reported incident to police: ________________________________
1l. Name of Person reporting this loss: ________________________________ Date: __________
1m. Comments: ________________________________

2. For items to be replaced (stolen, total loss from flood, etc.) you must submit both:
   • A copy of the original purchase invoice.
   • A vendor's quote, an invoice or a purchase order showing the current replacement cost of the item

3. For items to be repaired (damage from flood, fire, etc.) you must submit:
   • A copy of the original purchase invoice.
   • A vendor's quote, an invoice or a purchase order showing the repair cost of the item.
(Do not discard damaged items until your claim is settled. If the item can be repaired, you may claim the value of the repair invoice minus any applicable deductible.)

4. For building repairs and restoration (Cleanup from flood, smoke damage, etc.) you must submit:
   • A breakdown from Facilities or a vendor which separately lists labor rate, number of labor hours, and any material charges. Charges that are not broken down cannot be funded.

SUBMIT ALL PAPERWORK/INQUIRIES TO:
CYNTHIA ROBERTS, OFFICE OF INSURANCE AND RISK MANAGEMENT
860 WILSHIRE CENTER, MAIL CODE 135248, EXTENSION 46956
FAX 46957, e-mail CROBERTS@BE.UCLA.EDU