**Insurance Request Form for Equipment, Computer, or Other Electronics**

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| The University has several options for insuring contents (equipment, computers, etc.), however, coverage is not automatic. It is the responsibility of the unit to contact Risk Management about insuring these type items. If you wish to insure something, or if you are required to insure due to a contract, please complete this form and return it to Risk Management (or your campus Purchasing office if a purchase order is in process to pay for the equipment or its rental).  We will review the completed form and advise you of the different insurance options available so that you can make an informed decision. |

## ITEM DESCRIPTION

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| Description of Equipment: (a separate sheet is attached if needed) | | | | | | | | | | | | | | | | | |
| **Year** | **Make** | | | | | | | **Model** | | | | | **Serial #** | | | | **Purchase Price** |
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| Location where the equipment will be housed: | | | | | | | | | | | Dept: | | | | | | |
| Bldg #: | |  | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | |
| Department Contact Information: | | | | | | | | | | | | | | | | | |
| Name: | | | | | | |  | | | | | | | | | | |
| Campus Mailing Address: | | | | | | |  | | | | | | | | | | |
| Phone #: | | | | | | |  | | | | | Fax #: | |  | | | |
| Email Address: | | | | | | |  | | | | | | | | | | |
| Banner Account Information | | | | | | | | | | | | | | | | | |
| **Chart** | | | | | **Fund** | | | | **Org** | | | | | | **Account** | **Program** | |
|  | | | | |  | | | |  | | | | | |  |  | |
| **Finance Company**: | | | | | | **Contract#**: | | | | | | | | | Campus Purchasing Contact: | | |
| Name: | | |  | | | | | | | | | | | |  | | |
| Address: | | | |  | | | | | | | | | | | Lease/Finance Period: | | |
| Phone #: | | | |  | | | | Fax #: | |  | | | | |

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| Description of Equipment | | | | |
| **Year** | **Make** | **Model** | **Serial #** | **Purchase Price** |
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