

# COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

## OFFICE OF THE TREASURER

### **Work flow for Property Claim Submission**

1. Use the Property Loss/Damage Claim Report (PL/DC) form to report to Risk Management (RM) the potential or actual loss to University property within 48 hours of loss.
2. Upon RM's receipt of the PL/DC, notification to the department from RM will be sent requesting the additional information needed to complete the approval for funding process. An estimated timeframe for replacement/repairs will be requested at this time.
3. If the claim exceeds the \$1,000,000 deductible, the claim will be reported to our insurance carrier to investigate and insure. Risk Management's funding will follow our insurer's coverage analysis.
4. Do not discard damaged items without RM's approval/inspection.
5. Please provide information pertinent in facilitating claim processing:
  - photos of damage,
  - estimates of damage,
  - inventory of damaged/missing items,
  - copies of original purchase orders/invoices,
  - copies of work estimates/quotes,
  - copies of invoices for repairs/replacement
  - proof of payment (Proof of payment can be any of the following: 1) invoice/receipt with a \$0 balance from the vendor, 2) P-Card receipt and corresponding 'Works' statement; or 3) print-screen / snap-shot from AP/CAR that shows the vendor, amount, check number, and check date.)
6. Submit a detailed statement of how damages occurred (Describe in detail the cause of the loss/potential responsible party.) For subrogation purposes, any and all faulty equipment must be saved for inspection. Related documentation may be requested, i.e. service contracts, etc.

If the Cause of Loss or Peril is Electrical Disturbance/Power Surge, RM may send an email to the Internal Contact advising them to initiate the following:

- 1.) Have Facilities put Con Ed on written notification immediately.
  - 2.) Request Con Ed to investigate Columbia's claim of property damage due to power surge.
  - 3.) Follow-up by requesting a copy of Con Ed incident report.
7. Prevention – Advise what actions have been accomplished to prevent damages from re-occurring.
  8. Update the PL/DC form with final claim information and documentation.
  9. RM will make a settlement determination and advise the department of the same.