
WHAT TO DO IN CASE OF THEFT OR ACCIDENT INVOLVING STATE PROPERTY

The reimbursement claim to Risk Management is the replacement amount invoiced to PSU minus the insurance deductible (**\$2,500.00** for State-owned equipment or building.)

- 1) Contact Campus Public Safety Office CPSO extension # 5-4407 and request that an Incident Report be filled out detailing the address, time and circumstance of the loss. Please be very specific describing the lost item(s). Provide inventory number, serial number, color or any available detail that can help identify the lost item(s).
- 2) Notify either Dee Wendler, Associate VP for Finance & Controller extension 5-3752 or Eric Blumenthal, Director of Business Affairs extension 5-2845
- 3) Submit, ***as soon as possible***, to the PSU Business Office-Risk Management, attention: Don Johansen (ext. #5-5340, mail code: BO-DO, e-mail: johansed@pdx.edu) the following:
 - Copy of the Incident Report from Campus Safety Office
 - Memorandum listing:
 - Description of each individual lost item with inventory number and cost;
 - Cost of replacement item; if not available at this time send in the above information so the claim can be opened
 - Index code to receive the reimbursement from Risk Management.
 - Copy of the Purchase order and Vendor's invoice, if replacement item(s) have already been purchased
- 4) Send a copy of Memorandum above (with inventory number) to Specialized Accounting, attention: Lisa Sablan (ext. #5-3109, mail BO-SAS, email sablan@pdx.edu).

According to the State of Oregon's Risk Management Division failure to submit the claim in a timely manner will result in no coverage and no payment for the loss. Once the reimbursement amount is received at PSU Cashiers it will be kept in the Restoration Account until a Journal Voucher credit is created to the department's FOAP.

If you have any questions regarding this procedure please call Don Johansen.