

**August 4, 2009 Flood Insurance Claims
Furniture/Equipment/Office Supplies Replacements
Information Sheet**

The following document outlines how to replace and/or repair furniture, equipment and office supplies damaged in the August 4, 2009 flash flood. It is important for units to follow the directions for documenting and procuring replacement items so that the full eligible reimbursements can be claimed.

- What Contents to Claim
 - Furniture, equipment and office supplies.
 - Building related damage, including carpet, tiles, etc., will be handled by Physical Plant through a separate process.
- Required Approvals
 - **Risk Management must approve the replacement/repair of damage items. Contact Risk Management at 852-6925 to schedule a review of the damaged items.**
 - Damage to goods must be documented appropriately so that full eligible reimbursements can be achieved.
 - Only like kind and quality (current equivalent) will be reimbursed.
- Frequently Asked Questions – Visit <http://louisville.edu/riskmanagement/emergency-flood-claims/frequently-asked-questions.html> for addition information.
- Open Forum – An open forum will be held to address specific questions on Tuesday, August 18, 11:00 a.m., MITC 201

Reporting Information for Damaged Items

To report a claim related to the August 4, 2009 campus flood please go to the University's Risk Management website <http://louisville.edu/riskmanagement/emergency-flood-claims> . On the website you will find a Damages Report Form link to report your damaged items. Please complete the appropriate forms with as much detail as possible and submit them to RISKMGMT@louisville.edu .

If the damaged item is a piece of equipment and you are not sure if it should be repaired or replaced, please contact a qualified technician and have them make a determination. Costs associated with the technician's evaluation can be included as part of your claim.

Purchasing Replacements for Damaged Items

After you have submitted the damage report forms, you may begin the replacement process for the damaged item(s). As you select items to replace the damaged property, please note that the University's insurance will only pay for replacements that are of a **like kind and quality (current equivalent)**. After you have selected the replacement item(s), please complete a purchasing requisition using the "non-catalog" tab in eProcurement. The CardMart or catalog functionality of eProcurement cannot be used for these items due to unique accounting needs.

Use program J5804 as the funding source on your purchase requisition.

All purchases made to replace damaged items must be made using the non-catalog ePro requisitioning process in PeopleSoft. Purchase categories specific to insurance must be used. Type "Insurance" in the category description to identify appropriate options. Requisitions for items that have not previously been reported on a Risk Management damage report form will be denied.

The university procurement cards can NOT be used to replace or repair damaged goods.

Repairing Damaged Items

After you have submitted the damage report forms, you may begin the repair process for the damaged item(s). Please complete a purchase requisition.

Use program J5804 as the funding source on your purchase requisition.

All purchases made to replace damaged items must be made using the ePro requisitioning process in PeopleSoft. Purchase categories specific to insurance must be used. Type "Insurance" in the category description to identify appropriate options. Requisitions for items that have not previously been reported on a Risk Management damage report form will be denied.

The university procurement cards can NOT be used to replace or repair damaged goods