

# UCSC PROPERTY LOSS REPORT

Report all incidents telephonically within 24 hours: Call 1-800-416-4029 – available 24 hours every day.  
Choose option “1” for University of California.

In addition to reporting the claim telephonically, report the incident to law enforcement, when needed. You must also notify your supervisor and follow any additional reporting procedures required either internally or by other UC departments.

Use this *UCSC Property Loss Report* to collect detailed information about property losses. Use only for property owned by the University of California. Do not forward this report to Risk Services. Risk Services will receive electronic notification once the claim has been telephonically reported.

## INCIDENT INFORMATION

Date of Incident

Time of Incident

*for damage or theft discovered after the fact use the date and time that damage was discovered*

Description of Property

Description of Loss

Name of Person Responsible for Property

Department/Unit Responsible for Property

Location of Property Prior to Loss

Current Location of Property, if known

## POLICE REPORT INFORMATION *for property losses that involve theft, vandalism or other crimes*

Police Report Number, if appropriate

Police Reporting Agency

## WITNESS INFORMATION

Name	Address	Phone Numbers		
		Home	Work	Cell

## RESPONSIBILITY FOR LOSS

Name of Person Responsible for Loss, if known

Address

Home Phone

Work Phone

Cell Phone

Name of Person Completing this Report

Phone Number