

University of Houston System Property Loss Claim Report

Campus:

Location of Loss (include building and room):

Description of Item (s) Lost or Damaged (Attach photos with descriptions):

Were any people injured?

If yes, explain:

Original Cost and date acquired (attach receipts if available):

Replacement Cost (attach receipt):

Description of Incident and Cause of Loss (use an attachment if needed):

Action Taken to Protect Damaged Property (use an attachment if needed):

Actions Taken to Prevent Reoccurrence of Similar Loss (use an attachment if needed):

Additional Information that may be helpful:

Report Submitted by:

Department/Title:

Phone: