



UNIVERSITY OF PITTSBURGH  
Office of Risk Management & Insurance  
1817 Cathedral of Learning

**Property Claim Report**  
Please follow instructions below

**(University-Owned Damage/Loss in excess of \$10K)**

Today's Date:  
University Department:  
Contact Name:  
Title:  
E-mail:  
Phone Number:  
Total Damage Estimate: (includes clean-up costs, repairs, replacement)  
Date of Loss:  
Time of Loss: (HH:MM) a.m. p.m.  
Location/Building Address:  
What Happened:

Specific Areas/Items Affected:

Cause:

UPPD Report #:

Facilities Management A-job #:

*(If applicable)*

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Follow these instructions for successfully completing the forms.

- Before completing the document, save the form (PDF format) to a location on your computer.
- Open the form in the latest version of Adobe Reader (<http://get.adobe.com/reader>).
- Complete all required fields and save the file to your computer.
- Click the "Submit" button (which will open an email window) and send.
- You may also print, complete, scan and email to [allclaims@cfo.pitt.edu](mailto:allclaims@cfo.pitt.edu).

Note: Do not complete the form online within your browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.