

Instructions and Information for All Risk Equipment Registry

The All Risk Insurance Policy insures property items not covered by the State Owned Building and Content Agreement. Items that may be insured under All Risk are: Fine Art, Hull, Non-State Owned Equipment (or leased), and Transient State-Owned Property.

The Department of Administrative Services (DOAS) Risk Management Services requires the Insurance and Claims Management office to maintain a detailed listing of all items insured under the All Risk Insurance Policy.

The All Risk Equipment Registry (listed below) should be completed when adding or deleting All Risk Equipment to your department inventory.

Instructions for completing the All Risk Equipment Registry:

- Type of Coverage Requested - select the appropriate type.
 - Fine Art – coverage for works of art, antiques or artifacts.
 - Hull – coverage for watercraft owned by UGA.
 - Non-State Owned/Contract Leased - property of others, where you have a written agreement obligating UGA to be financially responsible for loss or damage while it is in your care, custody and control. *
 - Transient State Property – is “mobile equipment” not located in a building (i.e. iPads, cameras, tractors, backhoes, etc.). **
- Dept. # - the three digit department code of the department requesting the coverage.
- Description – brief description of the property.
- Location of Item – physical address of the property.
- Date Added – the date the property was added to your inventory.
- Original Cost New – the cost of the property when purchased new.
- Replacement Cost Value – the amount it would take to replace the damaged or destroyed property with property of like kind and quality, determined at the time of loss.
- Account # - the twelve digit department account number to be charged for the coverage.
- UGA ID # - if the property is listed with Property Control, the identifying ID number.
- Serial # - list the serial number of the property, if applicable.
- Department Contact Person – contact name within the department.
- Owner – the owner of the non-state owned property (or leaser).
- Contact Person(s) – contact name for the non-state owned property.
- Phone Number(s) – contact phone number for the non-state owned property.
- Address – complete street, city, state and zip code for the owner.

*When leasing Non-State Equipment, a copy of the lease agreement should be forwarded to the Insurance and Claims Management office.

**To comply with BOR policy, state property that is removed from campus must have an “Authorization for Use of UGA Equipment Off Campus” form on file with Property Control. The department should verify with Property Control that they have received the form and that it has not expired.

**Insurance and Claims Management
Vance Silcott, Associate Director
All Risk Equipment Registry**

Type of Coverage Requested: Fine Art Hull Non-State Owned Transient

Dept #	Description	Location of Item	Date Added	Original Cost New	Replacement Cost Value	Account #	UGA ID#	Serial #	Department Contact Person

To be completed for Non-State Owned Property:

Owner: _____	Contact Person(s): _____	Phone Number(s): _____
Street Address: _____	City: _____	State: _____ Zip: _____

Email form to insuranceadmin@uga.edu. If you have any questions, or need assistance you may call 706-425-3083.