

### Request for Reimbursement For Damages to Student Property

Date Prepared \_\_\_\_\_ Incident Date/Time \_\_\_\_\_  
Incident Location \_\_\_\_\_ Phone # \_\_\_\_\_  
Student Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Description of incident: (How did the damage occur? Why is the University responsible?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Damage Description:

<u>Item</u>	<u>Value</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	\$ _____
Student Signature	Total

Confirmation (Residence Hall Director or Assistant Residence Hall Director)

This is to confirm that I have seen the damaged item(s) and that they appear to have been damaged as a result of the incident described above.

**PROCEDURES FOR REQUESTING REIMBURSEMENT  
FOR DAMAGES TO STUDENT PROPERTY**

1. Students seeking reimbursement for damages to personal property should complete a "Request for Reimbursement" form and report the damages to their Residence Hall Director or the Assistant Residence Hall Director. Requests for reimbursement will be considered only if the damage was caused by negligence of a University employee, leaking roof, burst pipes, etc. Damages must be reported to the Residence Hall Director or Assistant Residence Hall Director within two weeks of the incident.
2. The Residence Hall Director or Assistant Residence Hall Director will review the items which are reported damaged and confirm that to the best of their knowledge the items were damaged due to the reported incident. They will also confirm the estimated dollar value of the items. After signing the "Request for Reimbursement" form, the Residence Hall Director or Assistant Residence Hall Director will forward the original copy to the Purchasing Office.
3. The Purchasing Director will review the "Request for Request for Reimbursement" form and conduct any necessary follow-up investigation regarding the nature of the incident, the University's liability, etc. The Purchasing Director will then forward the Request to the Vice President for Finance and Administration with a recommended action.
4. The Vice President for Finance and Administration will approve or disapprove the request and return the form to Purchasing.
5. If the request is approved, the Purchasing Director will process a payment check to the student, who will be required to sign a release form. If the request is not approved, the student will be informed. For unique or questionable incidents, University legal counsel may be consulted.