

**NEVADA SYSTEM OF HIGHER EDUCATION
BUSINESS CENTER SOUTH**

PROPERTY LOSS REPORT

- COLLEGE OF SOUTHERN NEVADA
- NEVADA STATE COLLEGE
- UNIVERSITY OF NEVADA LAS VEGAS

INSTRUCTIONS

Use this form for: **Reporting Thefts or Damage** to UNLV property that exceeds \$2,000 (excluding motor vehicles) and for **Reporting Boiler and Machinery** losses that exceeds \$2,000. Any property loss less than \$2,000 will be incurred by the department. However, RM&S will assist with potential recovery of the loss.

Send to: Risk Management & Safety
4505 Maryland Parkway, MS 1042, Las Vegas, NV 89154-1042
(702) 895-4226, FAX (702) 895-4690

Date of Incident: _____ Time: _____

Location where loss occurred including street address: _____

Department: _____ Division: _____

Budget Account: _____

Contact Person: _____ E-Mail: _____

Telephone Number: _____ Fax No.: _____

Provide detailed description of the incident and how the property was damaged lost. Please include any pictures, purchasing invoices, police report or fire report, or any other documentation to support value of the property loss. Please attach additional pages if necessary.

Estimated value of loss: \$ _____

Form completed by: _____

Date: _____