Budget & Risk Management

UNIVERSITY OF THE PACIFIC

Property Loss Notice

Transmit To

Sue Sharp, Risk Manager

Phone #: (209) 946-7446 Fax #: (209) 946-2806

DATE OF LOSS:_____

LOCATION OF LOSS:_____

DESCRIPTION OF LOSS (FIRE, WIND, EXPLOSION, THEFT, ETC.):_____

AUTHORITY CONTACTED (POLICE, FIRE DEPT., ETC.):

*REPORTED BY*_____

*TITLE*_____

DEPARTMENT _____

*DATE*_____

*CONTACT TELEPHONE*_____

Budget & Risk Management

ADDITIONAL INFORMATION: