

## 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: 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.
  - 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.
- Speedtype - the eight digit department speedtype number.
- UGA ID # - if the property is listed with Property Control, the identifying ID number.
- Serial # - list the serial number of the property, if applicable.
- Owner – the owner of the non-state owned property (or leaser).

\*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 be authorized for off campus use.

