



University of California, Santa Barbara
UC Property Loss Summary of Costs
 Attachment to UC Property Loss Report

INSTRUCTIONS

Use the UC Property Loss Summary of Costs as an Attachment to the UC Property Loss Report to summarize loss information when making a claim for reimbursement under the UC Property Insurance Program (see Business & Finance Bulletin BUS-28). Submit completed UC Property Loss Report and Summary of Costs to UCSB Risk Management for claim processing.

DEPARTMENT

Date of Report: _____ FM Work Order # (if any): _____ Claim Submitted on behalf of: _____
 Department: _____ Dept. Account No.: _____ Fax: _____
 Dept. Contact: _____ Email: _____ Ph: _____

CAMPUS SERVICES

Provide supporting documentation for all charges including invoices, labor costs records, etc. for all purchases, services and materials

Item No.	Service Date	Repair or Replace	Description of Purchases, Service &/or Materials	Original Cost (if app)	Dept. & Person Providing Service	Hours Worked	Hourly Rate	Cost
TOTAL								

VENDOR SERVICES

Provide supporting documentation for all charges including invoices for all purchases, services and materials

Item No.	Service Date	Repair or Replace	Description of Purchases and/or Service	Vendor Providing Service	Original Cost (if app)	Cost
TOTAL						