



UC San Diego

Policy & Procedure Manual

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BUSINESS OFFICE

Section: 500-11 EXHIBIT A

Effective: 05/01/1984

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EXHIBIT A

UNIVERSITY OF CALIFORNIA REQUEST FOR INSURANCE

1. DEPARTMENT REQUESTING INSURANCE:	2. DATE OF REQUEST:
3. PERSON(S) RESPONSIBLE FOR PROPERTY:	4. THIS IS A REQUEST FOR: _____INSURANCE _____QUOTE
5. LOCATION(S) OF PROPERTY WHILE INSURED:	6. TYPE OF EXPOSURE (CHECK IF APPLICABLE) _____Miscellaneous _____Airborne _____Audio/Visual _____Waterborne _____Medical/Hosp. _____Underground _____Pocket Pager _____Watercraft
7. IF APPLICABLE HOW WILL PROPERTY BE TRANSPORTED? _____SHIP _____AIR _____TRUCK _____PERSONAL LUGGAGE _____OTHER _____	8. DESIGNATE CARRIER:
9. PROPERTY OWNERSHIP: _____Owned by Regents _____Leased _____Other _____Borrowed _____Rented	IF NOT OWNED BY REGENTS, GIVE NAME AND ADDRESS OF OWNER:
10. EXPLANATION (WHEN PURPOSE, USE OR APPLICATION OF PROPERTY IS NOT GENERALLY KNOWN, EXPLAIN BRIEFLY)	
11. DEPARTMENT, ACCOUNT NAME AND NUMBER PREMIUM TO BE CHARGED AGAINST:	
12. PERIOD OF INSURANCE (NOON, STANDARD TIME, PLACE OF ISSUANCE) FROM: _____ TO: _____	
13. PROPERTY IDENTIFICATION: (ATTACH ADDITIONAL SHEETS IF REQUIRED)	
SERIAL NO. OR UNIVERSITY I.D. NO.	COST OR VALUE
DESCRIPTION	

University of California San Diego Policy – PPM 500 – 11 EXHIBIT A
PPM 500 - 11 EXHIBIT A University of California Request for Insurance

		TOTAL VALUE OF PROPERTY:
14. DEPARTMENTAL APPROVAL	BUSINESS OFFICE APPROVAL	
1.	1.	
2.	2.	

FORM 1300 SF1332

SEND TO SAYLOR & HILL CO., 1939 HARRISON ST., OAKLAND, CA 94612