Morehouse College  

**Property Loss or Damage Claim**

**INSTRUCTIONS:**
1. All responses must be in ink, and all requested items must be completed.
2. Damage must not have been caused by normal wear and tear, mechanical or electrical breakdown, or include other damage, loss or inconvenience consequent to such damage. Loss or damage which could have been prevented through reasonable care, caution, or routine maintenance may not be covered, and the claim will be disallowed.
3. Receipts or other documentation for all claimed items should be included.
4. When completed, this form must be signed by the claimant.

| Date of Report: | ____________________ |
| Location/Address: | ____________________________________________________ |
| City: | ____________________ | State: | _______________ | Zip: | ____________________________ |
| Date and Time of Incident: | ____________________ |
| Type of loss: | ____________________ |
| Description of Loss: | ____________________________________________________ |

### 1) Description of Damaged Property
MODEL, STYLE, TYPE, OR OTHER DESCRIPTION OF ITEMS LOST OR DAMAGED
(The more detail the better):

__________________________________________________

DATE OF PURCHASE OR ACQUISITION: ________________ (MM/DD/YYYY).
PLACE OF PURCHASE: ____________________________________________________

Do you have a receipt? ____Yes ____No (If yes, please attach) ORIGINAL COST: ________________

### 2) Description of Damaged Property
MODEL, STYLE, TYPE, OR OTHER DESCRIPTION OF ITEMS LOST OR DAMAGED
(The more detail the better):

__________________________________________________

DATE OF PURCHASE OR ACQUISITION: ________________ (MM/DD/YYYY).
PLACE OF PURCHASE: ____________________________________________________

Do you have a receipt? ____Yes ____No (If yes, please attach) ORIGINAL COST: ________________
3) Description of Damaged Property

MODEL, STYLE, TYPE, OR OTHER DESCRIPTION OF ITEMS LOST OR DAMAGED
(The more detail the better):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DATE OF PURCHASE OR ACQUISITION: ______________ (MM/DD/YYYY).
PLACE OF PURCHASE: _______________________________________________________________________

Do you have a receipt? _____ Yes _____ No (If yes, please attach)  ORIGINAL COST: ________________

4) Description of Damaged Property

MODEL, STYLE, TYPE, OR OTHER DESCRIPTION OF ITEMS LOST OR DAMAGED
(The more detail the better):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DATE OF PURCHASE OR ACQUISITION: ______________ (MM/DD/YYYY).
PLACE OF PURCHASE: _______________________________________________________________________

Do you have a receipt? _____ Yes _____ No (If yes, please attach)  ORIGINAL COST: ________________

Total Claim: ______________

Name of Person to Contact: ______________________________________________________________

Phone Number of Person to Contact: _______________________________________________________

Address of Person to Contact: _____________________________________________________________

City and State: __________________ Zip:____________

Name of Person Completing Incident Report: ________________________________________________

I hereby certify or "declare" that the foregoing is a true and correct claim for property losses and that no payment has been received by me on account thereof.

_____________________________________________________
Signature of Claimant

Date

Deliver Original To:
Morehouse College
Attn: Duane Wright
213 Gloster Hall
Atlanta, Ga 30314