



Office of Risk Management  
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## Lost, Stolen or Damaged Property Checklist

This document helps the Office of Risk Management (ORM) facilitate submission of a reimbursement for lost, stolen or damaged property. All property under Mason's care, custody, and control is covered under the Commonwealth's Risk Management Plan (Plan) for replacement value.<sup>1</sup> **A \$1,000 deductible per incident must be assumed by the department having custody of the property.** If several departments are affected by the same incident, such as a fire, the \$1,000 deductible is pro-rated among the various departments.

### 1. INITIAL DOCUMENTS

- Report of Loss to State Owned Property (within 3 days).** Form is attached.
- Police Report.** All lost, stolen or damaged property must be reported to, and investigated by, Mason Police (x32810). In addition, an explanation of loss may be requested by ORM. Provide police report # to ORM.
- Property - Lost, Stolen or Damaged Property Spreadsheet (within 3 days).** Columns 1 & 2 must be completed. Form is attached.
  - Column 1** – Description of property.
  - Column 2** – Preliminary estimate of the cost to repair or replace the property.

### 2. SUPPORTING DOCUMENTS

- Column 3 – Proof of Mason Ownership/Original Cost.** Provide copies of purchase orders, vendor invoices, most recent Fixed Assets Office's inventory of your department's property, or a statement from the department head. Provide specifications for electronic equipment.<sup>2</sup>
- Column 4 – Vendor Statements and Photographs.** Provide any vendor statements regarding repair or replacement of property. Provide photos of items. ORM may be dispatched to take additional photos.
- Column 5 – Final Replacement Invoices and Proof of Payment.** If replacement property is not identical to the original, a vendor or technician should provide a statement that it is functionally the same. If replacement property was upgraded, provide an explanation listing features and related costs for the upgrade. For electronic equipment, provide an old and new specification list. For damaged property that cannot be repaired provide a detailed statement from a vendor or technician detailing the cause of damage, why property could not be repaired, and the replacement was the most comparable.
- Column 6 – Salvage Value.** Provide when replacement is involved.
- Column 7 – Final Repair Bills.** Provide as proof of repair. The bill must specifically detail what service was performed, what parts were provided, purpose for the repair, and property that was repaired. If the bill covers several items, highlight portions of bill applicable to the claim. "For Services Rendered" bills will not support a claim. Utilize Mason resources for repair of damaged property, if possible.

If you have any questions please email the ORM at [risk@gmu.edu](mailto:risk@gmu.edu) or call 3-2599.

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<sup>1</sup> Replacement Value: reimburse for the cost to replace the damaged or destroyed property with new property of like kind and quality without any deduction for depreciation.

<sup>2</sup> Electronic Equipment shall include, but not limited to, computer systems, printers, projectors, cameras, and laboratory instruments.