



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. Submit UC Property Loss Report and Summary of Costs to UCSB Risk Management.

DEPARTMENT

Date of Report: _____ Insurance Program Claim #: _____ Claim Submitted on behalf of: _____

Department: _____ Dept. Account No.: _____ Fax: _____

Dept. Contact: _____ Email: _____ Ph: _____

Notes: _____

CAMPUS SERVICES

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

Item No.	Date	Description of Purchases, Service &/or Materials	Dept. & Person Providing Service	Cost
TOTAL				

VENDOR SERVICES

Provide supporting documentation for all charges, including invoices, POs, copies of contracts, etc., for all purchases, services and materials

Item No.	Date	Description of Purchases and/or Service	Vendor Providing Service	Cost
TOTAL				