

University of Wisconsin-La Crosse

Art Loss Report Form

Exhibitor:

Name _____ Phone _____

Full Address _____
(Street) (City) (State) (Zip Code)

Exhibit Information:

Title _____ Location _____
Exhibit Dates _____ Hours Exhibit Open _____

Art Work Identification:

Title _____
Was this item for sale? Yes _____ No _____

◆ ATTACH A COPY OF INSURANCE DOCUMENTATION IF UNIVERSITY OWNED

Description of Loss:

Date of loss _____ Hour _____ A.M./P.M.
How was item secured in exhibit? _____

If stolen, to which enforcement agency was this reported? _____
When? _____

Full description of loss (if stolen, also state the time and place item was last seen before discovered missing).

◆ ATTACH A COPY OF THE POLICE REPORT FOR VANDALISM OR THEFT

General Information:

Provide proof of awards, prizes, or previous sales the artist has received to substantiate value of item lost. _____

Signatures:

Exhibitor (if available) _____
Director of Exhibit _____

Date of Report: _____ Signature _____ Department _____

Return Form To: Dan Sweetman, Risk Manager, Maintenance & Stores