

**UNIVERSITY OF WISCONSIN-LA CROSSE
REQUEST FOR COVERAGE-BORROWED ITEMS**

Department Requesting Coverage: _____

Department Head: _____ Title: _____

Program or Project: _____

Coverage Requested: General Inland Marine (where applicable)

Dates of Coverage: from _____ to _____. (Use **complete** dates.)

Items Borrowed: (List below or attach list.)

Description	Owner	Estimated Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL:		_____

Location of Item During Loan Period: _____

Security Arrangements Made: _____

Person Responsible for Security of Item(s): _____

Title: _____ Address: _____ Phone: _____

Borrowed items are covered by the State of Wisconsin's Self-Funded Property and Liability Program. The University of Wisconsin-La Crosse is part of this self-insurance program. Borrowed items are covered for their actual cash value at the time of their loss. The dollar amount declared on this form is the maximum amount that would be paid for a total loss of the item.

This contract is not a guarantee that the maximum amount declared will be paid out automatically by the University. University of Wisconsin System Risk Management and UW-La Crosse Risk Management reserve the right to consider the opinions of experts, intrinsic value, general availability and any other relevant information to determine the value of the property declared here at its time of loss. We highly recommend that if you feel the item(s) you are loaning to the University are rare, of great value, or even irreplaceable, you obtain a professional appraisal and attach a copy of it to this form.

Coverage is effective when this contract is received and approved by the UW-L Risk Manager.

Owner Signature / Date

Department Head Signature / Date

Risk Manager Signature / Date

Approved Denied

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