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Bowling Green State University
Property Loss Summary – Request for Reimbursement

Summarize the direct and indirect expenses incurred by the affected department as a result of the loss/damage. Vendor invoices or other supporting materials and records documenting the actual financial impact and request for reimbursement must be provided. Combine expense line items if possible, according to direct damages, overtime payroll/wages, lost revenue and incurred extra expenses.

Invoice Number	Vendor Name	Description of Product or Service Provided (be specific)	Quote/Invoice Amount

Is this report the final submittal expected on this loss matter? YES ☐ NO ☐

If yes, what is the total value of damages you are seeking reimbursement for? $_____

What Fund, Department and Account do you want eligible reimbursement amounts credited to?
Fund: _____ Department:_____ Account: _____

Report submitted by: _____Date:_____

Risk Management
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