UNIVERSITY OF MIAMI
DAMAGED INVENTORY WORKSHEET

Department: Campus: Date of Loss:

Building: Room Number:

Department Contact Person: Phone: Email:

Attach invoices as back-up for all replacement/repair estimates below.
Do NOT discard damaged equipment until authorized by Risk Management.

Damaged Item/Equipment include Description	Equipment ID	Value	Repair/Replace Estimate

Department of Risk Management 1320 South Dixie Highway, Suite 1200 Coral Gables, Florida 33146
Email: RiskManagement@miami.edu Office: (305) 284-3163 Fax: (305) 284-3405