EQUIPMENT INSURANCE REQUEST

DATE:

FROM:

DEPT:

TO: The Office of the Vice President for Business Affairs

You may consider obtaining insurance coverage for your newly purchased equipment item. This insurance coverage is optional and may be purchased at the following annual rates.

- Equipment used indoors: $0.43 per $100 in value.
- Radio Tower - Outside Equipment: $1.07 per $100 in value.

If you elect to purchase Equipment Insurance, please forward this form to the Office of the Vice President for Business Affairs (VPBA) located at Administration Building, Room 301. This policy is administered through the University of Texas System. Additional information is available at https://www.utep.edu/vpba/insurance/equipment-insurance.html. If you have any questions, or need assistance please contact the VPBA Office at extension 5113.

Equipment item(s) to be insured (attach separate spreadsheet if you need to add more than five (5) items):

Inventory Tag Number	Make and Model	Value	Serial Number	Indoor/Outdoor Equipment?	*Equipment Type	Owned by UTEP?	If equipment is not owned by UTEP, provide Owner Name and Address

Department Contact: _____ E-Mail: _____ Phone Number: _____

Cost Center/Project: _____

Approved by: _____ _____ _____

Signature of Dean or Director | Date | Name (type or print)

*Equipment Type includes: audio/visual equipment, camera, computer (not laptop), copy machine, laptop, medical equipment, musical instrument, office equipment, Oxymeter, portable building, PDA, photo equipment, printer, radio equipment/towers, scanner, scientific equipment, server, telephone equipment, transportation equipment, non-motorized watercraft, and other.