



State of Florida
Department of Management Services

MISCELLANEOUS PROPERTY INSURANCE

REPORTING FORM PROVISIONS

Coverage under the Miscellaneous Property insurance policy is based on monthly reports from end-users. Reported items are covered up to \$100,000 per item with a maximum of \$2,500,000 per location. Please follow the reporting provisions below and remember that it is the responsibility of each Participant to ensure that we continue to adhere to the highest standard of ethical conduct.

The following reporting provisions apply to the Miscellaneous Property insurance policy:

- August 8th is the beginning of each annual cycle.
- Values reported should represent 100% of the total insurable value for all items and equipment insured during any portion of the month.
- The insurance company may audit reported values. Each participant is required to maintain a specific list of all the equipment that corresponds to the value reported. Upon notification of a loss or at the request of the insurance company, a detailed list must be provided; this list should include a description of the equipment and its insurable value.
- Automatic coverage is provided on newly-acquired items as long as the value per item does not exceed \$100,000 and the values are incorporated into the next monthly report.
- Reports must be filed in a timely manner; they are due no later than the 8th of each month.
- Participants' premiums are adjusted at policy expiration and after the final reports are submitted.
- The Department of Management Services will maintain a spreadsheet of all values reported by each participant, and will submit the values from all participants to the insurance company. Copies of this report will also be submitted to each participant with invoices and upon request.
- Reports should be submitted via email to Michael Bailey of the Department of Management Services, Division of State Purchasing at: Michael.Bailey@dms.myflorida.com.

All questions relating to this policy should be directed to State Purchasing at (850) 487-0417 or Suncom 277-0417.

STATE OF FLORIDA
MISCELLANEOUS PROPERTY INSURANCE PROGRAM
MONTHLY VALUES REPORTING FORM

Department/University Name <input style="width: 95%; height: 20px;" type="text"/>
Contact Person <input style="width: 95%; height: 20px;" type="text"/>
Date <input style="width: 40%; height: 20px;" type="text"/>

Reported Value <input style="width: 95%; height: 40px;" type="text"/>
Period Ending <input style="width: 45%; height: 40px;" type="text"/> <input style="width: 45%; height: 40px;" type="text"/>

Note: The values reported represent the total value for all items insured. Supporting documentation for these amounts is maintained with each Participant. Upon request, the Participant will provide details of each insured item, including, but not limited to: a complete description, the owner's name, the artist's name, the exhibit title (if applicable), the dates of loan or insurance period, and the insurable value.

THIS IS A GENERIC FORM USED BY THE STATE OF FLORIDA. THE INTENT OF THIS FORM IS TO REPORT VALUES FOR THE STATEWIDE MISCELLANEOUS PROPERTY INSURANCE PROGRAM.