



State of Florida

ELECTRONIC DATA PROCESSING EQUIPMENT INSURANCE REPORTING FORM PROVISIONS

Please follow the reporting provisions below and remember that it is the responsibility of each Participant to ensure that the State of Florida continues to adhere to the highest standards of ethical conduct.

The following reporting provisions apply to the EDPE insurance policy:

- The reporting periods are quarterly, beginning at the policy's inception date: June 5th.
- Values reported should represent 100% of total EDPE acquisition/replacement costs.
- Coverage extends to newly-acquired Electronic Data Processing Equipment as long as the values of those items are included with the next quarterly report.
- Reports must be filed in a timely manner; they are due no later than the 5th day of each ending quarter's month (September, December, March, June).
- Premiums are adjusted per policy period after the final report is submitted (June 5th).
- The insurance company may audit reported values. Each Participant is required to maintain an itemized list of all equipment, the total value of which must equal the value reported. Upon notification of a loss, or at the request of the insurance company, this list must be provided (including a description of the equipment in question and its insurable value).
- Reports should be submitted via **email** to: Michael.Bailey@dms.myflorida.com.

All questions relating to this policy should be directed to the Division of State Purchasing (Department of Management Services) at (850) 487-0417 or Suncom 277-0417.

STATE OF FLORIDA
ELECTRONIC DATA PROCESSING EQUIPMENT INSURANCE PROGRAM
QUARTERLY VALUE REPORTING FORM

Participant

Prepared By

Date

	Owned EDP Equipment & Electronic Media	Non-Owned EDP Equipment & Electronic Media	Owned Scientific & Medical Equipment	Non-Owned Scientific & Medical Equipment
Quarter Ending 9/5				
Quarter Ending 12/5				
Quarter Ending 3/5				
Quarter Ending 6/5				

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