

KU School of Medicine – Wichita
Property Damage or Loss Claim Procedure
November 25, 2009

A property damage or loss claim shall be submitted when an employee or guest has personal property damaged by the actions of an employee of KU School of Medicine – Wichita. Reimbursement for these claims is the responsibility of the department responsible for the damage. State guidelines are referenced in K.S.A. 46-922 (Payment by State Agencies for Certain Personal Injuries and Certain Property Damages or Losses)

- Employee reports damage to Security
- Security fills out a Safety & Security Incident Report
- Security forwards the report to the Sr. Coordinator of Budget and Contracts (Kim Shore)
- Sr. Coordinator contacts the employee and explains the claim procedure.
 - Ask employee to obtain 2 detailed written repair estimates
 - Employee fills out the State of Kansas form AR-98 (Personal injury or property damage or loss claim against the State of Kansas)
 - Forward repair estimates and AR-98 to Sr. Coordinator
- Sr. Coordinator contacts the KUMC Risk Manager (Ruth Kamm) for pre-determination of coverage.
- KUMC Risk Manger authorizes repair
- Employee is instructed to proceed with repairs and submit invoice and receipt for reimbursement to Sr. Coordinator
- Upon receipt of invoice and receipt the Sr. Coordinator sends the following to the KUMC Risk Manager for payment processing:
 - Form AR-98
 - KUSM-Wichita Safety & Security Incident Report
 - 2 repair estimates
 - Customer receipt of payment for repairs
 - Detailed invoice of repairs
- Risk Manager submits Payment Voucher DA-120 to Wichita department responsible for damage for payment authorization and requests billing account number.
- Risk Manager submits claim approval to the KUMC Vice Chancellor for Administration to authorize payment.
- Payment Voucher DA-120 is processed for payment and a check to the employee should be received within two weeks.

Damage During Construction

Any property damage caused by the construction crew (contracted) during construction is the responsibility of the construction company.

- Employee reports damage to Security
- Security fills out a Safety & Security Incident Report
- Security forwards the report to the Sr. Coordinator of Budget and Contracts (Kim Shore)
- Sr. Coordinator reviews the incident report and determines if KU or the Construction Crew is responsible
 - If needed, consult with Facilities Management Director (Tom Knapp)
 - If needed, consult with KUMC Construction Project Manager (David Brown)
- If the Construction Crew is responsible, the Sr. Coordinator sends the report to the KUMC Construction Project Manager (David Brown) for processing
- If KU is responsible, the KUSM-Wichita Property Damage or Loss Claim Procedures are followed