

# Augusta University

## Policy Library

### State Insurance Program

Policy Owner: Supp Chain Initiativ

#### POLICY STATEMENT

The State Insurance Program was created by the General Assembly to protect all of the State's real and personal property, and non-owned property in the state's care, custody and control from insurable losses.

If an Augusta University department has property that is damaged or stolen, with a repair or replacement cost of more than \$3,000, a claim should be filed to recover the cost

This policy provides departments guidance on filing insurance claims for damaged or stolen GHSU property.

#### AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### DEFINITIONS

Property – For the purpose of this policy, property is defined as supplies, equipment, vehicles and other items purchased for institutional use.

#### PROCESS & PROCEDURES

##### Overview

The Georgia General Assembly has mandated that all State entities must insure State owned buildings, their contents, all contents in buildings leased by the state and vehicles. All State buildings and contents "replacement cost values" must be reported on the State Property Register, which is updated quarterly. Vehicles are reported to the Department of Administrative Services by letter when purchased and entire vehicle register is updated annually.

There are three types of coverage:

##### Building and Contents

- Covers all state buildings and insurable property within the buildings and all property in buildings leased by the state.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 548

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 08/01/2016

**Last Review:** 06/09/2017

### Vehicle

- Physical Damage is for tagged and licensed vehicles and trailers. This program insures against the risks of physical loss, damage or theft of State vehicles.
- Liability protects State employees against personal liability for damages arising when operating a vehicle while on state business.

### All Risk Certificates

- This program is designed to insure unique loss exposures that are not insurable under the Building and Contents Program such as: Fine Art, Non-State Owned Property and Transient State Property

See the Materials Management website for claim filing procedures at:  
<http://www.georgiahealth.edu/supply/StateInsuranceProgram.htm>

### **REFERENCES & SUPPORTING DOCUMENTS**

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### **RELATED POLICIES**

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### **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/09/2017