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

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.
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