



# REPORT OF LOSS TO STATE-OWNED PROPERTY

Complete pages 1 & 2 for losses to "Fine Art\* "

## FOR STATE AGENCY USE ONLY

|                |                |       |  |              |     |
|----------------|----------------|-------|--|--------------|-----|
| Agency Name:   | William & Mary |       |  |              |     |
| Date Reported: |                | Time: |  | Agency Code: | 204 |

### LOSS DATA

|                             |  |       |  |
|-----------------------------|--|-------|--|
| Date:                       |  | Time: |  |
| Kind of Loss:               |  |       |  |
| Location:                   |  |       |  |
| Estimate of loss:           |  |       |  |
| Description of loss/damage: |  |       |  |
|                             |  |       |  |
|                             |  |       |  |
|                             |  |       |  |
|                             |  |       |  |

### FOR INFORMATION, CONTACT

|                     |                     |        |               |
|---------------------|---------------------|--------|---------------|
| Name:               | Kristen Fagan       | Title: | Risk Manager  |
| Address:            | WMPD, 201 Ukrop Way |        |               |
| Local Phone Number: | 221-2742            | Email: | kdfaga@wm.edu |

### REPORTED BY

|                     |  |        |  |
|---------------------|--|--------|--|
| Name:               |  | Title: |  |
| Address:            |  |        |  |
| Local Phone Number: |  | FAX:   |  |

### COMMENTS

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|  |
|  |
|  |
|  |
|  |

Complete  
page 2 for  
Fine Art\*  
losses only

## REPORT OF LOSS TO FINE ART\*

\*Fine Art: prints, drawings, photographs, paintings, antiques, rare books, manuscripts, coins, glass, artifacts, rugs, objects of historical interest owned or in "care, custody or control".

### FOR STATE AGENCY USE ONLY

|  |  |
|--|--|
| Title of Object:   |  |
| Date or Period:<br>(circa)   |  |
| Artist:  |  |
| Is the artist living:  |  |
| Size and/or weight:  |  |
| Inscriptions/Markings:   |  |
| Type of object (painting,<br>sculpture, furniture,<br>jewelry):  |  |
| Subject of the Work:   |  |
| Distinguishing Features/<br>Previous Repairs   |  |
| Name and Address of<br>Owner and / or Lender:  |  |
| Value of the Object<br>(determination):  |  |
| Police Report Number<br>(if applicable):   |  |
| Location of Object:  |  |
| Distinguishing Features/<br>Previous Repairs   |  |
| Documentation – Forward any shipping papers, receipts, invoices, purchase agreements available photographs, loan agreement, etc.): |  |

**PROTECT AND PRESERVE THE OBJECT IN A SAFE PLACE!**