



University of Pittsburgh

PROPERTY INSURANCE

Addition/Deletion Form: *Fine Arts & Historical Treasure Collections*

*** Form Completion Only Required for Acquisitions Greater than \$25,000 in Appraised Value ***
Please follow instructions below.

Building Name (Where items will be located): _____

Street Address: _____

City: _____

State: _____ **ZIP Code:** _____

Campus: _____

Building ID # (If known): _____

Brief Description of Items : (Photos and/or news articles may be attached if applicable)

Appraised Value of Items: _____ (Attach documentation if available)

Completed By: _____ **Date:** _____
Email: \$ _____ **Phone:** _____
Department: _____

Follow these instructions for successfully completing the forms.

- Before completing the document, save the form (PDF format) to a location on your computer.
- Open the form in the latest version of Adobe Reader (<http://get.adobe.com/reader>).
- Complete all required fields and save the file to your computer.
- Click the "Submit" button (which will open an email window) and send.
- You may also print, complete, scan and email to PropertyIns@cfo.pitt.edu.

Note: Do not complete the form online within your browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.

Direct inquiries to PropertyIns@cfo.pitt.edu.

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