

Request for Cal State San Marcos Certificate of Insurance

Complete and Submit to Safety, Risk & Sustainability

****Must Provide a Copy of Contract/Agreement with Request****

For Procurement & Support Services Use Only

Date: _____

Procurement Rep: _____ Ext. _____

Contract With: _____

Address: _____

Dates Coverage Required: _____ to _____

Evidence of Insurance Only: _____ Yes _____ No Additional Insured: _____ Yes _____ No

Limits requested: (Check only those required by the contract.)

_____ \$1,000,000 Commercial Liability

_____ \$2,000,000 Liability Aggregate

_____ State Statute Workers' Compensation

_____ 3rd Party Liability Auto

_____ Other: _____

For Estimate Only. Requires

_____ Personal Property Insurance (Includes equipment, furnishings, electronics, fine arts, etc.)

Limit/s requested \$ _____

Contracting college/ department **will be charged for expense** on a quarterly basis for personal property coverage.

Describe activities covered by the contract: _____

Comments or Special Instructions: _____

Please attach the original contract. The contract and insurance documentation will be returned to you.

Allow seven (7) working days for response.

Thank you!

Safety, Risk, & Sustainability Use Only:

Processed by: _____ Date: _____

Date Returned to Procurement for Authorization: _____

Department Notified by: _____ Date: _____

(Before submitting to CSURMA to obtain coverage, must be reviewed by SR&S.)

Reviewed by: _____ Date: _____

Coverage Requested by: _____ Date: _____

(Attach to online request for coverage.)

Log insurance information in database and file when completed.

Date Stamp Received
