

**STATE PROPERTY FIRE INSURANCE FUND  
WORKSHEET FOR COMPUTER LOSSES**

The State Property Fire Insurance Fund reimburses agencies and universities for covered computer losses on a replacement cost basis. This means that the Fund can pay for the replacement of equipment that is of similar kind and quality to the equipment that was destroyed or stolen. Invoices are needed to document the cost of the replacement items. To assist you in submitting your claim and to assure that the Fund has the information necessary to process the claim, please provide the following information on each item for which reimbursement is requested.

	Destroyed or Stolen Computer  (a)	Computer You Purchased To Replace the Destroyed or Stolen Computer  (b)	Like Kind and Quality Replacement (complete if the purchased computer is more than a slight upgrade)  (c)
Make			
Model			
Serial No.			
Processor (Pentium II, III etc.)			
Clock Speed (MHZ)			
RAM (MB)			
Hard Drive (MB or GB)			
CD-ROM			
FAX/Modem (28.8, 56, etc.)			
Tape Backup (MB)			
Software Installed			
Monitor Size & Type			
Other Features			
<b>Price (\$)</b>			

**Note: Complete columns (a) and (b) for *all* claims. Complete column (c) when the replacement computer is a significant upgrade. Also, a written quotation or other documentation will be needed for the like kind and quality replacement if the new computer is a significant upgrade.**