The UT Risk Management Office handles buying shipping insurance. The information below discusses the proper process.

**Information you will need to obtain from supplier**:

* Year
* Make
* Model
* Serial #
* Dates
* Shipping origin

**Information you will know**: Value amount (purchase price)

**Information the UT department will need to provide**:

* Length of Coverage (One way, round trip, covered entire time, indefinitely)
* Shipping destination
* Department's info
  + Departmental Contact (Name and telephone number)
  + Department Name
  + Cost center
  + Account Name
  + G/L code
  + Vendor #