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 #