Office of Residence Life

Declaration of Valuables Form

Record all items that you own within your residence hall with a value of $100 or more.

Documentation is needed (receipts, credit card statement, or print out of same item with cost) when filing a claim.

As the student obtains new items that value $100 or more, it is the student's responsibility to inform and update the Office of Residence Life. Please see your Resident Advisor and/or Residence Hall Coordinator to assist in this process.

Name: _____ Student ID #: _____

Residence Hall/Room #: _____ Date: _____

Item Description	Serial #	Model #	Value	Verified By (RC/RA)

Student's Signature: _____ RHC/RA Signature: _____

Date: _____ Date: _____