
CERTIFICATE OF INSURANCE PROCEDURES (RSK-P105)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 The process of obtaining Certificate of Insurance for use of a Non-District facility.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Office Tech III

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Risk Management
- 3.2 SIA

4.0 DEFINITIONS:

- 4.1 SIA – Schools Insurance Authority

5.0 PROCEDURE:

- 5.1 School Site planning an event at a facility must first call Risk Management and obtain a Certificate of Insurance request Form RSK 105A.
- 5.2 Once they fill out the form and return it along with signed agreement from facility to be used, Risk Management Office Tech III will then fax documents to Felicia Whitten of SIA to review agreement and process Certificate of Insurance. Office Tech III will log certificate request and place documents in Certificate of Insurance Binder.
- 5.3 SIA will email or fax ready Certificate to Risk Management and forward an original to the certificate holder (facility for event). Office Tech III will fax copy to the school site coordinator for the event.
- 5.4 Certificate is then logged as received and document placed with request form and signed agreement.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 RSK – P105A – Certificate of Insurance Request Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Certificate of Insurance request Form	Documents kept in binders – previous years filed in file cabinets	5 years	Discard as desired	Request Form available on intranet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release

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