Definitions for Insurance Code and Availability Code

**Insurance Classification Code**
The University is required to assign each item of capital equipment into one of the three categories defined below in order to comply with insurance requirements set by the State Fire and Tornado Insurance Fund. For each item on your equipment inventory please select the appropriate category and insert the corresponding Insurance Classification Code in the designated column. Failure to assign a code for each item may result in your claims being denied in the event of loss or damage.

**CODE** | **CATEGORY**
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C | Contents
Description: Capital equipment that is housed in a designated University building and remains in that building or within 100 feet of that building throughout its useful life.

F | Floater
Description: Capital equipment, that may be designated to a University building or shelter, but is routinely used in field work or outdoor activities and is generally moved from the building or shelter on a daily basis to conduct these activities and is returned to the building/premises after the activity is completed.

M | Inland Marine
Description: Capital equipment that is removed from University buildings/premises for extended periods in the course of its general use and purpose and is generally not returned to a University building/premises on a daily basis, including equipment routinely utilized in mobile units and aircraft.

**Availability Code**
The availability code is necessary only for those items with a class code beginning with 66, such as 66400552. "Availability" means the equipment is available for use by, or transfer to other University departments.
The availability codes are as follows:

**CODE** | **DESCRIPTION**
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A | Available for Transfer.
B | Available for Loan.
C | Available On-Site 75% of the time.
D | Available On-Site 50% of the time.
E | Available On-Site off hours only.
F | Not Available.
OFFCMP | Equipment is located in a Non-University facility (including homes of faculty or staff). Must be accompanied by an Off-Campus Equipment Report. Equipment previously reported as off-campus should show "OFFCMP" as the availability code on your "Current Equipment Inventory."

If availability codes A, B, C, D, or E apply, please place the 5 digit phone number of the person responsible for the equipment after the availability code.