

ADMINISTRATIVE PROCEDURE 3811 LIABILITY CLAIM PAYMENTS FOR MONEY OF DAMAGES

1. Anyone who wants to file a claim for money or damages must do so in writing with the District's Director of Risk Management.
2. In the event of a Medical Incident, the claimant must complete a Medical Incident Report Form which can be found on the District's website under the Risk Management Service Center/Liability Claim Procedures.
3. In the event of an accident, property damage or other claim, the claimant must complete an Accident Reporting and Claim Form which can be found on the District's website under the Risk Management Service Center/Liability Claim Procedures.
4. All forms must be signed and returned to:

Peralta Community College District
Office of Risk Management
333 E. 8th Street, Oakland, CA 94606

Approved by the Chancellor: February 24, 2014