



Certificates of Insurance

Service vendors that do business with Valparaiso University are required to have adequate and proper insurance coverage. This requirement includes minimum policy limit amounts and prescribed financial and stability parameters for the insurance carriers providing the policies. These provisions are in place to ensure that the University does not become financially responsible for any liability created by vendors and others with whom we do business. A list of pre-approved vendors can be accessed through a spreadsheet located on a shared drive:

- For academic staff this can be found at i:\team\vendor insurance
- For non-academic staff the same spreadsheet can be found at g:\team\vendor insurance

Some vendors have minimal assets available to finance an unexpected liability claim. Insurance is the most common means to ensure that adequate funds will be available to pay a claim. In the absence of adequate and proper insurance it is possible that the cost of a claim for which a vendor is responsible might be unduly shifted to the University.

The minimum coverage includes:

- \$1,000,000 Commercial General Liability
- \$1,000,000 Auto Liability
- Workers' Compensation Board Certificate (For all combined work exceeding \$1,000)
OR
Certificate of Workers' Compensation **Exemption** Examples: Sole Proprietor, Independent Contractor and Partnerships. This type of vendor may opt not to carry WC insurance and will assume personal responsibility for an injury.
- All Certificates of Insurance must name the “**Lutheran University Association d/b/a Valparaiso University**”, and its officers, employees, agents, and volunteers added **as additional insured.**
- 30 day notice of cancellation must be provided to the University for all policies.

The information above details minimum requirements. Additional requirements may be imposed by the VP for Administration & Finance depending upon a number of variables such as the nature and extent of exposure and previous history.

Each certificate sent to the office of the VP for Administration & Finance must include a completed routing form.

If you have questions regarding insurance requirements, please call the Louise Poracky in the Office of the VP for Administration & Finance, extension 5215.

