



Originally Issued: February 4, 2019
Revised: August 29, 2022
Reviewed: January 6, 2025

PERSONAL INJURY/PERSONAL PROPERTY DAMAGE RECOMMENDATION FOR DISPOSITION OF CLAIM

(MUST BE COMPLETED WITHIN 60 DAYS OF INITIAL CLAIM FILING)

Upon review of the attached claim for _____ and the facts surrounding said claim, it is recommended that Athens State University take the following action:

- Pay full amount of claim of \$ _____ (not to exceed \$5,000)
- Pay partial amount of claim (Indicate amount and reason for partial payment):
Amount: \$ _____
- Deny payment of claim (Indicate reason for denial of claim):

Explain (Attach documentation to substantiate): _____

If claim is **partially paid** or **denied**, the University must advise claimant of availability of further investigation and adjudication by the Alabama State Board of Adjustment and must provide claimant with appropriate forms and procedures for filing a claim with the Alabama State Board of Adjustment

Recommended by Vice President for Financial Affairs

Signature of Vice President for Financial Affairs

Date

Approved:

Signature of President

Date

TO BE COMPLETED BY BUSINESS OFFICE			
Payment Date:		Check No.	