



# The UNIVERSITY of OKLAHOMA

## Third Quarter Newsletter

July 2023

## Department of Enterprise Risk Management

### THE FYI OF THE COI (CERTIFICATE OF INSURANCE)

Throughout the year, ERM receives requests from various departments for proof of liability or other insurance coverages. Such proof is provided through a Certificate of Insurance (COI). Do you know the purpose of requesting a COI, who can request a copy or where to submit your request? If you did not say yes to all three, we are here to give you the tools to receiving your proof of coverage.

The COI is a summary for what is included in an insurance policy. In some cases, it can be used as proof of liability on behalf of the university. Other times COI's are sent to the university to verify liability or other types of insurance coverage when contractors, vendors and other third party entities are providing services to the university. COI's are important because they provide an explanation of insurance limits and contact information for the Insured (the vendor or contractor) and the insurance agent. Vendors and contractors must also include the Board of Regents of the University of Oklahoma as a certificate holder on the COI.

The university should never be listed as an additional insured.

When requesting a COI from a potential vendor or contractor, please be mindful that the University of Oklahoma is a State Entity, and can not be listed as an additional insured. In turn, when requesting a COI to show university coverage, ERM cannot list a third party as an additional insured.

Please remember, the insurance of the university protects university employees, student-employees, and volunteers. However, the university insurance coverage does not cover students, student organizations, or third-party entities.

Please remember that if you want a COI or have a question about requesting a COI visit our website at: [www.ou.edu/risk/quick-reporting-aid](http://www.ou.edu/risk/quick-reporting-aid) or call ERM at 405-325-2490.



### TRAVEL.OU.EDU

#### International Travel Registry

International travel registration is a new process that must be completed **in addition** to booking travel in Concur. Through the registry, departments such as ERM and Export Controls are notified of upcoming travel. This notification allows ERM to monitor risks associated with a traveler's destination. If requested, our team can provide relevant advice, including safety precautions and health risks to ensure travelers are well-prepared. In the event of an emergency, registrations enable OU to promptly reach out to travelers and facilitate assistance. Overall, registering travel enhances communication and promotes safety in a global context. Register your international trip today at [travel.ou.edu](http://travel.ou.edu)!

### CONTACT US

In the event of an accident or incident, the need for risk assessment, or if you just want to know more about risk management, contact us or come by anytime. Our office is open weekdays between 8 AM to 5 PM.

You can reach us at:

(405) 325-2490

[norman-riskmanagement@ou.edu](mailto:norman-riskmanagement@ou.edu)

Check out our Website: [ou.edu/risk](http://ou.edu/risk)

Book a RoadShow: [tinyurl.com/Schedule-a-Roadshow](http://tinyurl.com/Schedule-a-Roadshow)

Quick Reporting: [ou.edu/risk/quick-reporting-aid](http://ou.edu/risk/quick-reporting-aid)

**\*\*Sign up for our Newsletter! Visit [ou.edu/risk](http://ou.edu/risk) and click on the request link\*\***