



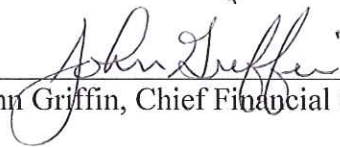
The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: RM001

Date: May 22, 2006

Updated: May 2, 2012

Reviewed: June 18, 2012


John Griffin, Chief Financial Officer

Title: Risk Management Procedure

Statement:

The University Corporation (TUC) belongs to the Auxiliary Organizations Risk Management Authority (AORMA) part of the California State University Risk Management Authority (CSURMA). The AORMA program was formed in conjunction with CSURMA to help assimilate Auxiliary Organizations into CSU Campus Risk Management Programs. The primary purpose of the program is to establish market clout to broaden coverage and decrease costs.

The program administrator for the AORMA program is Alliant Insurance Services, Inc., an Alliant Resources Group company. Their headquarters information is:

100 Pine Street, 11th Floor
San Francisco, CA 94111-5101
Telephone 415.403.1400
Facsimile 415.874.4810

Procedure:

1. There is an AORMA requirement that each auxiliary identify at least one primary contact for correspondence and maintaining the insurance information. The primary risk management contact for TUC is the CFO.
2. AORMA insurance information binders/CD's are located in the CFO's office and are always available.
3. Please refer to the attached contact list (reference pages 10 & 11) for AORMA coverage and general information questions:
4. To request a certificate of insurance please follow the listed procedures on reference pages 13 to 15.
5. To report an insurance claim please follow the claims reporting process listed on reference pages 16 to 18.