

University of North Carolina School of the Arts Request for Certificate of Insurance

Rental Vehicles and Equipment

Please complete this form and send to the **Purchasing Inbox** when a Certificate of Insurance (COI) is needed. All applicable fields must be completed. Note that it can take up to 48 hours to receive a COI after request. A quote must be attached.

DEPARTMENT: DATE: CONTACT: PHONE NUMBER: **VENDOR INFORMATION**Name Address City State Zip Code Country Item Description: Serial # (equipment): Make/Model: Replacement Value: Gross Vehicle Weight (GVW): VIN Number (Vehicle): Date(s) of Rental: