



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: