



Purchase of Insurance

This insurance information is derived from a review of applicable rules and laws associated with the university and state agencies. The information is also based on the insurance coverage currently carried by the university. Questions regarding this line of coverage should be directed to OSU Insurance at insurance@osu.edu. Purchases should be reviewed by the Insurance Department, to provide adequate coverage, possible efficiencies with other departments and to prevent duplication.

1. The University may purchase insurance from time to time depending on the needs of the university.
2. Purchase of Insurance may occur if:
 - a. There is no federal prohibition against such purchase;
 - b. There is a statutory provision allowing for such purchase;
 - c. There is no statutory prohibition against such purchase;
 - d. There is a benefit to the university; and
 - e. There is not a violation of the Ohio Ethics Law or Ohio Conflict of Interest Rules (no personal benefit to an individual);
3. The Purchase of insurance is not a substitute for good risk management practices. Individuals at OSU must still abide by applicable rules, policies, and procedures as well as internal controls meant to protect the university.
4. The majority of the purchases are handled by a broker.
 - a. Campus – AON or Wells Fargo, although Willis or Marsh are acceptable.
 - b. Medical Center Captive
 - c. Student Health Insurance – Aetna (TBD after RFP for services 3/2015)
 - d. Small unit policies or specialized student policies – Reidel Ins. Group
5. The Purchase process consists of similar methods
 - a. Review of trends in the specialty area
 - b. Review of OSU history (claims, new issues, changes in law)
 - c. Agreement for Renewal Strategy
 - d. Collection of data
 - e. Submission of application
 - f. Review of proposals
 - g. Selection and negotiation of policy terms and conditions
 - h. Negotiation of pricing of premium
 - i. CFO's Signature on
 - i. Authority to Bind
 - ii. Surplus Lines Disclosure
 - iii. Disclosure & Transparency Documents
6. Confirmation of Purchase
 - a. Binder of Insurance
 - b. Declarations Sheet
7. Receipt of Electronic or Paper copies of Insurance
 - a. Declaration Sheet
 - b. Endorsements
8. Electronic Notice to interested parties
 - a. Units insured if specialty insurance