
CERTIFICATE OF INSURANCE PROCEDURES (RSK-P105)
Sacramento City Unified School District

1.0 SCOPE:

The online version of this procedure is official. Therefore, all printed versi

3.1 Direct

ate of Insurance request Form RSK 105A.

5.2 Once they fill out the form and return it along with signed agreement from facility to be used, Risk Management Office Tech III will then fax documents to Felicia Whitten of SIA to review agreement and process Certificate of Insurance. Office Tech III will log certificate request and place doc

for event). Office Tech III will fax copy to the school site coordinator for the event.

5.4 Certificate is then logged as received and documB2.pea