

## Anita Jansen

---

**From:** Angela Flynn  
**Sent:** Wednesday, December 20, 2017 9:00 AM  
**To:** BOfficers; Presidents\_TC; TCAT Notification  
**Subject:** Purchase of Mail Carrier Insurance

Good morning. We recently had a situation where one of our institutions returned a box of books to a publisher via UPS and the box never made it to the publisher. UPS' policy only covers the first \$100 for lost/damaged packages unless the additional insurance was purchased by the sender. Since we are not allowed to procure insurance, without special approval, the insurance was not purchased and the institution was forced to write this off as a loss.

We have communicated with the State of Tennessee, Division of Risk Management, and TBR has received blanket approval to purchase a mail carrier's small dollar insurance without TN Board of Claims approval. Please reach out to me if there is any question about a particular situation that your institution may have and whether this approval would apply.

Please share on your campus as appropriate.

Thank you.

[Angela Gregory Flynn](#)

Associate Vice Chancellor for Procurement, Contracts  
and Payment Services

Tennessee Board of Regents  
1 Bridgestone Park, Third Floor  
Nashville, TN 37214-2428  
(615) 366-4436  
(615) 366-2243 (fax)

