

General University Insurance Requirements

The university requires all vendors to supply an original certificate of general liability insurance valued at one million dollars (\$1,000,000.00) naming Rutgers, The State University of New Jersey as additional insured for the date of the event.

The proper address must appear in the certificate holder box of the certificate (for example):

Rutgers University
Camden Campus Center
Camden, NJ 08102

The certificate would name Rutgers University as the additional insured and reference Rutgers University and the “date of the event” as the date in the Description of Operations box of the certificate***

The University’s Risk Management Office will not allow us to accept the certificate without the date of the event being referenced in the Description of Operations box on the certificate.

Please note that the University fax number is 856-225-6579.

Any questions can be directed to Bill Northrup, Claims Manager, University Risk Management, (732-932-7300, x -3206)

****** if the event spans a specific period of time, that length could be referenced instead of just one date.***