

DOCUMENTS NEEDED FOR ITEMS OVER \$50.00

If an item costs more than \$50.00, you must provide substantiation to support its value.

1. **Receipts**, paid bills, canceled checks, pre-shipment appraisals, photographs, or other evidence, if available, to substantiate the value of the items being claimed. Not mandatory, but these are very useful to substantiate the value or ownership of an expensive item.

2. **Non-repairable Items**. If an item cannot be repaired, you must also provide substantiation for its replacement.

3. **Replacement Cost Substantiation**. You can obtain required substantiation from a variety of sources.

-- Price quotes from **stores** should be signed and dated on company letterhead and should list the make and model number.

-- Print the page from the **Internet**.

-- You may also submit a **page from a catalog**. Provide the name of the company and catalog date with the page submitted.

-- You may submit an advertisement from a **newspaper or magazine**. Provide the name and date of the newspaper or magazine with the clipping or page submitted.

-- You should first check to see if the item is available through the Base Exchange (either your local Exchange or the Exchange catalog). Failure to first check at the Exchange could possibly delay processing. Claims personnel are directed to use Exchange prices if a comparable item is available there at a lesser cost.