

**ARKANSAS INSURANCE DEPARTMENT**

**Risk Management Division**

1200 West Third Street

Little Rock, Arkansas 72201

Phone: 501-371-2690 Fax: 501-371-2842

Email: [insurance.risk.management@arkansas.gov](mailto:insurance.risk.management@arkansas.gov)

[www.insurance.arkansas.gov](http://www.insurance.arkansas.gov)



## **ARKANSAS PUBLIC SCHOOL INSURANCE TRUST FUND PROPERTY PROGRAM CLAIMS REPORTING**

Denise Smalling with  
**Mark V. Williamson Co., Inc.**  
Monday through Friday 8:00 AM to 4:00  
PM Claims Reporting 501-664-7728  
Toll Free – 888-588-7631

**\*Emergency Use Only** For Nights,  
Weekends and Holidays:  
L & R Adjustment Co., Inc.

Office – 501-227-5222  
\*Andy Rossi, Office Ext. 105, Cell  
501-680-7391, Home 501-225-3110  
\*Chris Andersen, Office Ext. 104, Cell  
501-951-1066, Home 501-221-1541

## **IMPORTANT REQUIREMENTS**

PROMPT REPORTING IS A POLICY COVERAGE REQUIREMENT  
THAT ALSO SERVES TO REDUCE COST AND EXTENT OF LOSS.

- ✓ Claims That Are Not Reported In A Timely Manner May Be Denied.
- ✓ When Emergency Repairs Are Necessary, Please Retain All Damaged Or Replaced Equipment For Inspection By The Claims Adjuster.
- ✓ Failure To Submit Requested Information To A Claims Adjuster Within 30 Days May Cause A Claim To Be Denied.
- ✓ Cash Claim Checks In A Timely Manner.