## **Requirements for External Certificates of Insurance**

Vendors providing a service under contract or agreement with Texas Southern University are required to provide a certificate of insurance.

The certificate must contain the following:

 TSU named as certificate holder: Texas Southern University ATTN: Office of Risk Management 3100 Cleburne Street General Services Building 213-D Houston, Texas 77004

	ACORD	CERTIF	CATE OF	INSURANCE	ISSUE DATE 05/18/2001
PRODUCER		The orderate is issued as a register of information organized and packets as applies upon the Contraction. This Contraction beam of amend, extend or after the coverage afforded by the policies below. COMPANES AFFORDING COVERAGE Company A			
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÷	v requirement, term or condition	IT IT IN SHITE, CONSERVE IN	encolemn to much t		on afforded by
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- TSU named as an additional insured: Texas Southern University, its agents, officers, officials, employees, and volunteers are hereby named as additional insured as their interests may appear.
- A Description of the services, operations, locations, and/or vehicles

The certificate must also include the following minimum insurance limits:

- Commercial General Liability (CGL) \$1,000,000
- Automobile Liability (AL) \$1,000,000
- Workers' Compensation (WC) statutory limits

Other lines of coverage with varying limits may be required, depending on the exposures and the types of contracts.

Endorsements:

- Additional Insured Endorsements are required for Commercial General Liability and Automobile Liability Policies.
- Certain employers may be exempt from Workers' Compensation. If so, a letter attesting to the exemption must accompany the documentation.
- The Workers' Compensation policy must include a waiver of subrogation endorsement when there is a written contract requirement.

**Questions?** 

Please contact Mellany Patrong at 713-313-6859