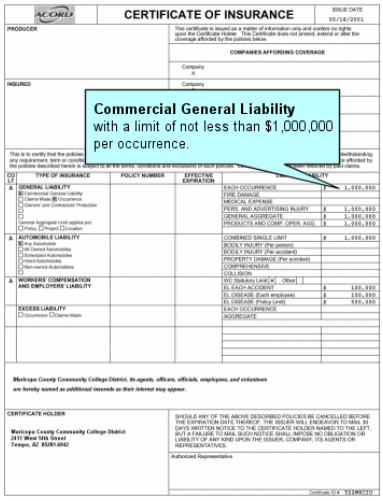
Requirements for External Certificates of Insurance



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

- 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