



**Procurement Services**  
Lucas Administrative Center 617  
Nunn Drive  
Highland Heights, Kentucky 41099

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[www.nku.edu](http://www.nku.edu)

Dear Claimant:

The Commonwealth of Kentucky created the Board of Claims, KRS 44.070 thru KRS 44.073, for the purpose of compensating persons for damages sustained to person or property as a result of negligence on the part of the Commonwealth. The burden of proof that the University was negligent is the responsibility of the claimant, therefore, information submitted to prove negligence must be accurate and detailed.

Enclosed is a claim form which includes filing instructions.

If you have any questions, feel free to contact me at (859) 572-5265.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Strunk', written over a white background.

Jeff Strunk  
Director Procurement Services