

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The Superintendent shall devise an adequate system of inventory of school property to identify items for the purpose of insurance and to control the loss of property.

The inventory shall include, but not be limited to the following: buildings, movable equipment, vehicles, and all other items of significant value. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

II. Reporting Losses:

All lost of or damage to school property shall be promptly reported to the Superintendent.

Adopted: January 11, 1999

Revised: May 12, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.: EC Buildings and Grounds Management and Maintenance
ECAB Vandalism
EI Insurance Management
JFC-R Standards of Student Conduct