

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The Superintendent ~~shall devise a system to maintain an~~ [is responsible for implementing a system of](#) inventory of school property, including items ~~gifted-donated~~ to the school division. Such inventory shall be available 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 loss of or damage to school property shall be promptly reported to the Superintendent [or designee](#).

Adopted: April 6, 2006
Amended: November 5, 2015
[Amended:](#)

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

Cross Refs.: [EC Buildings and Grounds Management and Maintenance](#)
ECAB Vandalism
[EIA Property Insurance](#)
[EI Insurance Management](#)
JFC-R Standards of Student Conduct