

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The Superintendent shall devise an adequate system of inventory of school property. 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 department and 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 and or/ his designee. Any damage over \$1500.00 reported to School Board.

Adopted: August 13, 2009

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

Cross Refs.:	ECAB	Vandalism
	EI	Insurance Management
	JFC-R	Standards of Student Conduct