

## INVENTORY AND REPORTING OF LOSS OR DAMAGE

### I. Inventories

The superintendent is responsible for implementing a 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. An inventory of all equipment shall be kept.

### II. Reporting Losses

All loss of or damage to school property shall be promptly reported to the superintendent or superintendent's designee.

Adopted: December 11, 2014

Amended: August 8, 2019

---

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, Student Conduct~~