

## **INVENTORY AND REPORTING OF LOSS OR DAMAGE**

### **I. Inventories**

The director 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. The 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 director or director's designee.

Adopted: October 17, 2019

Amended: August 19, 2021

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

Cross Refs.:	Pol 2014	Buildings and Grounds Management and Maintenance
	Pol 8032	Vandalism
	Pol 7002	Insurance Management
	Pol 8002.1	Standards of Student Conduct