

# SUPPORT SERVICES

File: ECA

## INVENTORY AND REPORTING OF LOSS OR DAMAGE

### A. 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.

### B. Reporting Losses

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

Adopted: April 15, 1999  
Reviewed: May 15, 2008  
Revised: June 18, 2009  
Revised: June 26, 2014

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Legal Reference: Code of Virginia, 1950, as amended, section 22.1-78.

Cross References: ECA Building and Grounds Management and Maintenance  
ECAB Vandalism  
EI Insurance Management  
JFC-R Standards of Student Conduct (Vandalism)