

INVENTORY AND REPORTING OF LOSS OR DAMAGE

A. Inventories

1. The Chief Operations Officer shall serve as the Superintendent's designee to devise an adequate system of inventory of school property.
2. The Chief Operations Officer shall assign the responsibility of attaching identification tags to all non consumable equipment and adding the item to the inventory to a staff member.
3. Each school's inventory shall be available at the school with a copy in the office of the Chief Operations Officer to identify items for the purpose of insurance and to control the loss of property. The inventory may be maintained as an electronic file or paper copy.
4. A copy of the divisionwide inventory shall be available at the office of the Chief Operations Officer. The inventory may be maintained as an electronic file or paper copy.
5. 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

1. All loss of or damage to school property shall be promptly reported to the Superintendent or designee. A report of the item(s), location, cause for loss or damage, approximate costs, and any additional necessary information shall be provided.

Issued: August 17, 2009

Revised: January 10, 2011

Revised: August 1, 2019

Revised: August 1, 2024

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

Cross References: ECAB Vandalism
EI Insurance Management
JFC-R (10) Standards of Student Conduct (Vandalism)