

## INVENTORY AND REPORTING OF LOSS OR DAMAGE

### I. Inventories

The superintendent is responsible for implementing a system of inventory of Essex County Public Schools 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.

### II. Reporting Losses

All loss of or damage to Essex County Public Schools' property shall be promptly reported to the superintendent or superintendent's designee.

Adopted: April 8, 2019

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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-R	Standards of Student Conduct