

**AN ORDINANCE ADDING CHAPTER 4, ARTICLE 13, SECTION 4-13.3 ENTITLED "A SYSTEM OF INVENTORY REQUIRED; REPORTING LOSS OF OR DAMAGE TO SCHOOL PROPERTY" OF THE POLICIES OF THE SUFFOLK CITY SCHOOL BOARD - SECOND READING**

**BE IT ORDAINED**, by the School Board of the City of Suffolk, Virginia that Chapter 4, Article 13, Section 4-13.3 entitled "A system of inventory required; reporting loss of or damage to school property" of the Policies of the Suffolk City School Board, be, and the same is hereby added as follows:

**Section 4-13.3. A system of inventory required; reporting loss of or damage to school property.** — A. 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. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

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

**Legal Authority** — Virginia Code § 22.1-78.

**BE IT FURTHER ORDAINED** that all phrases, clauses, sentences, paragraphs, subsections, sections and chapters of the School Board's Policy Manual not amended or repealed shall remain in full force and effect.

**FIRST READING:** August 15, 2024

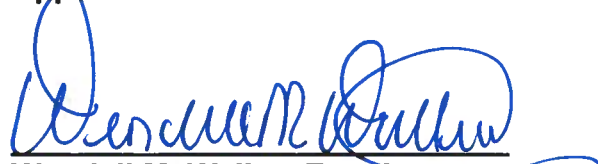
**SECOND READING:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**CLERK**

**Approved as to form and content:**



**Wendell M. Waller, Esquire**  
**School Board Attorney**