

Mississippi Delta Community College

207 W Park Avenue
Greenwood, MS 38930
(662) 453-7377

PO Box 668
Moorhead, MS 38761
(662) 246-6365

2900A Hwy 1 South
Greenville, MS 38701
(662) 332-8011

INVENTORY TRANSFER FORM

PRESENT LOCATION OF ITEM BEING TRANSFERRED					NEW LOCATION			
Dept.	Building	Room #	Inventory Tag #	Serial #	Description of Item	Dept.	Building	Room #

Date of Transfer: _____

Department Head: _____

Signature

Immediately send to Purchasing via company mail or fax to (662) 246-6324.

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Officer: _____
Enter Date: _____