

Mississippi Delta Community College

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Greenwood, MS 38930
(662) 453-7377

PO Box 668
Moorhead, MS 38761
(662) 246-6565

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	Transfer Signature	Dept.	Building	Room #	Signature	Date

Date of Transfer: _____

Person Who Moved Item: _____
Signature

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

December 2018

Office Use Only
Officer: _____
Enter Date: _____

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services Center, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.