

Inv: V0002

**JONES COUNTY JUNIOR COLLEGE
INVENTORY TRANSFER FORM**

Please complete this form and return to Inventory Control after property has been transferred.

To be completed by the Division Chairperson of property to be transferred.	
Location of Equipment:	
Building No. _____	
Room No. _____	
Description of Equipment: _____	

Inventory No. _____	
Serial No. _____	
Sign: _____	Date: _____

To be completed by the Chairperson who is receiving the property.	
Location of Equipment:	
Building No. _____	
Room No. _____	
Description of Equipment: _____	

Inventory No. _____	
Serial No. _____	
Sign: _____	Date: _____