

Disbursement List at 31 July 2018 for Finance Department

Collection Point: Stationery Store, Administration Building

Collection Time: 9:30:00 AM

Representative Name: Ernestina Ismail

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
C001	Clips Double 1"	14	0	0
C002	Clips Double 2"	11	0	0
C003	Clips Double 3/4"	7	0	0
C004	Clips Paper Large	8	0	0
C005	Clips Paper Medium	14	0	0
C006	Clips Paper Small	15	0	0
E001	Envelope Brown (3"x6")	90	0	0
E002	Envelope Brown (3"x6") w/ Window	197	0	0
E003	Envelope Brown (5"x7")	120	0	0
E004	Envelope Brown (5"x7") w/ Window	9	0	0
E005	Envelope White (3"x6")	1	0	0
E006	Envelope White (3"x6") w/ Window	1	0	0
E007	Envelope White (5"x7")	1	0	0
E008	Envelope White (5"x7") w/ Window	1	0	0
E020	Eraser (hard)	1	0	0
E021	Eraser (soft)	1	0	0
E030	Exercise Book (100 pg)	1	0	0
E031	Exercise Book (120 pg)	1	0	0
E032	Exercise Book A4 Hardcover (100 pg)	1	0	0
E033	Exercise Book A4 Hardcover (120 pg)	1	0	0
E034	Exercise Book A4 Hardcover (200 pg)	9	0	0
E035	Exercise Book Hardcover (100 pg)	6	0	0
E036	Exercise Book Hardcover (120 pg)	12	0	0
F020	File Separator	11	0	0
F021	File-Blue Plain	35	0	0
F022	File-Blue with Logo	30	0	0
F023	File-Brown w/o Logo	58	0	0
F024	File-Brown with Logo	59	0	0
F031	Folder Plastic Blue	6	0	0
F032	Folder Plastic Clear	62	0	0
F033	Folder Plastic Green	74	0	0
F034	Folder Plastic Pink	60	0	0
F035	Folder Plastic Yellow	66	0	0
H011	Highlighter Blue	31	0	0
H012	Highlighter Green	33	0	0
H013	Highlighter Pink	5	0	0
H014	Highlighter Yellow	38	0	0
H031	Hole Puncher 2 holes	8	0	0
H032	Hole Puncher 3 holes	3	0	0
H033	Hole Puncher Adjustable	9	0	0
P010	Pad Postit Memo 1"x2"	12	0	0
P011	Pad Postit Memo 1/2"x1"	21	0	0
P012	Pad Postit Memo 1/2"x2"	12	0	0
P013	Pad Postit Memo 2"x3"	15	0	0
P014	Pad Postit Memo 2"x4"	14	0	0
P015	Pad Postit Memo 2"x5"	25	0	0
P016	Pad Postit Memo 3/4"x2"	6	0	0
P020	Paper Photostat A3	131	0	0
P021	Paper Photostat A4	112	0	0
P030	Pen Ballpoint Black	5	0	0
P031	Pen Ballpoint Blue	11	0	0
P032	Pen Ballpoint Red	18	0	0
P033	Pen Felt Tip Black	5	0	0
P034	Pen Felt Tip Blue	24	0	0
P035	Pen Felt Tip Red	21	0	0
P036	Pen Transparency Permanent	9	0	0
P037	Pen Transparency Soluble	21	0	0
P038	Pen Whiteboard Marker Black	14	0	0
P039	Pen Whiteboard Marker Blue	5	0	0
P040	Pen Whiteboard Marker Green	20	0	0
P041	Pen Whiteboard Marker Red	10	0	0
P042	Pencil 2B	8	0	0
P043	Pencil 2B with Eraser End	15	0	0
P044	Pencil 4H	24	0	0
P045	Pencil B	21	0	0

P046	Pencil B with Eraser End	15	0	15
P047	Pad Postit Memo 2"x10"	24	0	24
R001	Ruler 6"	6	0	6
R002	Ruler 12"	7	0	7
S010	Shorthand Book (100 pg)	11	0	11
S011	Shorthand Book (120 pg)	30	0	30
S012	Shorthand Book (80 pg)	38	0	38
S020	Stapler No. 27	3	0	3
S021	Stapler No. 35	7	0	7
S022	Stapler No. 28	9	0	9
S023	Stapler No. 36	4	0	4
S040	Scotch Tape	6	0	6
S041	Scotch Tape Dispenser	9	0	9
S100	Scissors	10	0	10
S101	Sharpener	10	0	10
T001	Thumb Tacks Large	3	0	3
T002	Thumb Tacks Medium	4	0	4
T003	Thumb Tacks Small	5	0	5
T020	Transparency Blue	87	0	87
T021	Transparency Clear	107	0	107
T022	Transparency Green	99	0	99
T023	Transparency Red	46	0	46
T024	Transparency Reverse Blue	97	0	97
T025	Transparency Cover 3M	18	0	18
T100	Trays In/Out	5	0	5
C001	Clips Double 1"	8	0	8
C002	Clips Double 2"	6	0	6
C003	Clips Double 3/4"	11	0	11
C004	Clips Paper Large	7	0	7
C005	Clips Paper Medium	11	0	11
C006	Clips Paper Small	11	0	11
E001	Envelope Brown (3"x6")	48	0	48
E002	Envelope Brown (3"x6") w/ Window	193	0	193
E003	Envelope Brown (5"x7")	190	0	190
E004	Envelope Brown (5"x7") w/ Window	51	0	51
E005	Envelope White (3"x6")	198	0	198
E006	Envelope White (3"x6") w/ Window	25	0	25
E007	Envelope White (5"x7")	36	0	36
E008	Envelope White (5"x7") w/ Window	29	0	29
E020	Eraser (hard)	5	0	5
E021	Eraser (soft)	3	0	3
E030	Exercise Book (100 pg)	12	0	12
E031	Exercise Book (120 pg)	22	0	22
E032	Exercise Book A4 Hardcover (100 pg)	25	0	25
E033	Exercise Book A4 Hardcover (120 pg)	22	0	22
E034	Exercise Book A4 Hardcover (200 pg)	23	0	0
E035	Exercise Book Hardcover (100 pg)	18	0	0
E036	Exercise Book Hardcover (120 pg)	16	0	0
F020	File Separator	4	0	0
F021	File-Blue Plain	36	0	0
F022	File-Blue with Logo	5	0	5
F023	File-Brown w/o Logo	51	0	51
F024	File-Brown with Logo	55	0	55
F031	Folder Plastic Blue	54	0	54
F032	Folder Plastic Clear	66	0	66
F033	Folder Plastic Green	70	0	70
F034	Folder Plastic Pink	48	0	48
F035	Folder Plastic Yellow	68	0	68
H011	Highlighter Blue	18	0	18
H012	Highlighter Green	15	0	15
H013	Highlighter Pink	30	0	0
H014	Highlighter Yellow	33	0	0
H031	Hole Puncher 2 holes	7	0	0
H032	Hole Puncher 3 holes	4	0	0
H033	Hole Puncher Adjustable	4	0	0
P010	Pad Postit Memo 1"x2"	17	9	8
P011	Pad Postit Memo 1/2"x1"	6	0	5
P012	Pad Postit Memo 1/2"x2"	5	3	2
P013	Pad Postit Memo 2"x3"	29	12	7
P014	Pad Postit Memo 2"x4"	11	4	5

P015	Pad Postit Memo 2"x5"	17	7	8
P016	Pad Postit Memo 3/4"x2"	14	6	8
P020	Paper Photostat A3	59	18	2
P021	Paper Photostat A4	155	62	30
P030	Pen Ballpoint Black	10	0	2
P031	Pen Ballpoint Blue	24	17	1
P032	Pen Ballpoint Red	10	4	5
P033	Pen Felt Tip Black	15	14	1
P034	Pen Felt Tip Blue	5	4	1
P035	Pen Felt Tip Red	15	2	6
P036	Pen Transparency Permanent	17	0	0
P037	Pen Transparency Soluble	24	0	0
P038	Pen Whiteboard Marker Black	3	0	0
P039	Pen Whiteboard Marker Blue	7	0	0
P040	Pen Whiteboard Marker Green	10	0	0
P041	Pen Whiteboard Marker Red	12	0	0
P042	Pencil 2B	10	0	0
P043	Pencil 2B with Eraser End	19	0	0
P044	Pencil 4H	8	0	0
P045	Pencil B	23	0	0
F034	Folder Plastic Pink	31	6	4
F035	Folder Plastic Yellow	27	1	24
H011	Highlighter Blue	16	13	1
H012	Highlighter Green	47	34	7
H013	Highlighter Pink	49	0	47

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
E001	Envelope Brown (3"x6")	49	21	28
E002	Envelope Brown (3"x6") w/ Window	32	13	9
E003	Envelope Brown (5"x7")	21	1	3
E004	Envelope Brown (5"x7") w/ Window	30	0	19
E005	Envelope White (3"x6")	21	0	19
P037	Pen Transparency Soluble	36	17	9
P038	Pen Whiteboard Marker Black	46	8	35
P039	Pen Whiteboard Marker Blue	32	20	3
P040	Pen Whiteboard Marker Green	49	14	32
P041	Pen Whiteboard Marker Red	33	6	24



Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
E006	Envelope White (3"x6") w/ Window	45	0	37
E007	Envelope White (5"x7")	3	0	1
E008	Envelope White (5"x7") w/ Window	29	0	20
E020	Eraser (hard)	11	0	11
E021	Eraser (soft)	13	0	13
P042	Pencil 2B	19	5	12
P043	Pencil 2B with Eraser End	34	7	12
P044	Pencil 4H	23	0	7
P045	Pencil B	41	24	0
P046	Pencil B with Eraser End	47	23	24



Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
E030	Exercise Book (100 pg)	41	3	28
E031	Exercise Book (120 pg)	35	4	19
E032	Exercise Book A4 Hardcover (100 pg)	24	3	11
E033	Exercise Book A4 Hardcover (120 pg)	12	2	5
E034	Exercise Book A4 Hardcover (200 pg)	20	0	18



Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
E035	Exercise Book Hardcover (100 pg)	50	0	18
E036	Exercise Book Hardcover (120 pg)	38	1	23
F020	File Separator	39	24	2
F021	File-Blue Plain	27	0	22
F022	File-Blue with Logo	30	6	21
C003	Clips Double 3/4"	3	0	0



Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
F023	File-Brown w/o Logo	25	5	8
F024	File-Brown with Logo	27	2	0
F031	Folder Plastic Blue	9	5	2
F032	Folder Plastic Clear	24	0	20
F033	Folder Plastic Green	33	22	5



Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
H014	Highlighter Yellow	43	8	15
H031	Hole Puncher 2 holes	33	3	14
H032	Hole Puncher 3 holes	3	0	1
H033	Hole Puncher Adjustable	17	12	0
P010	Pad Postit Memo 1"x2"	35	0	30



Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
P011	Pad Postit Memo 1/2"x1"	13	4	5
P012	Pad Postit Memo 1/2"x2"	37	15	5
P013	Pad Postit Memo 2"x3"	43	6	15
P014	Pad Postit Memo 2"x4"	16	2	11
P015	Pad Postit Memo 2"x5"	18	7	6



Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
P016	Pad Postit Memo 3/4"x2"	8	0	7
P020	Paper Photostat A3	28	10	10
P021	Paper Photostat A4	3	0	2
P030	Pen Ballpoint Black	48	0	41
P031	Pen Ballpoint Blue	29	7	18



Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
P032	Pen Ballpoint Red	7	0	6
P033	Pen Felt Tip Black	28	0	24
P034	Pen Felt Tip Blue	5	0	3
P035	Pen Felt Tip Red	26	16	8
P036	Pen Transparency Permanent	33	8	9



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