

## 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
C005	Clips Paper Medium	1	0	1
E033	Exercise Book A4 Hardcover (120 pg)	1	0	0
E005	Envelope White (3"x6")	2	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	0	17
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	0	15
P016	Pad Postit Memo 3/4"x2"	14	0	14
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	0	18
P032	Pen Ballpoint Red	10	0	9
P033	Pen Felt Tip Black	15	0	15
P034	Pen Felt Tip Blue	5	4	1
P035	Pen Felt Tip Red	15	2	6
P036	Pen Transparency Permanent	17	0	17
P037	Pen Transparency Soluble	24	24	0
P038	Pen Whiteboard Marker Black	3	3	0
P039	Pen Whiteboard Marker Blue	7	7	0
P040	Pen Whiteboard Marker Green	10	10	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	0	31
F035	Folder Plastic Yellow	27	2	25
H011	Highlighter Blue	16	2	14
H012	Highlighter Green	47	6	41
H013	Highlighter Pink	49	2	47
C003	Clips Double 3/4"	1000	0	1000
C003	Clips Double 3/4"	10	0	0
E021	Eraser (soft)	1	0	1
E031	Exercise Book (120 pg)	1	0	1
P046	Pencil B with Eraser End	1	0	1
E003	Envelope Brown (5"x7")	1	0	0

## Disbursement List at 31 July 2018 for Claims Department

Collection Point: Stationery Store, Administration Building

Collection Time: 9:30:00 AM

Representative Name: Rosalba Hillwig

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	23	9
E003	Envelope Brown (5"x7")	21	18	3
E004	Envelope Brown (5"x7") w/ Window	30	11	19
E005	Envelope White (3"x6")	21	2	19
P037	Pen Transparency Soluble	36	27	9
P038	Pen Whiteboard Marker Black	46	11	35
P039	Pen Whiteboard Marker Blue	32	29	3
P040	Pen Whiteboard Marker Green	49	17	32
P041	Pen Whiteboard Marker Red	33	9	24

## Disbursement List at 31 July 2018 for Commerce Department

Collection Point: Stationery Store, Administration Building

Collection Time: 9:30:00 AM

Representative Name: Ramonita Spector

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
E006	Envelope White (3"x6") w/ Window	45	8	37
E007	Envelope White (5"x7")	3	2	1
E008	Envelope White (5"x7") w/ Window	29	9	20
E020	Eraser (hard)	11	0	11
E021	Eraser (soft)	13	0	13
P042	Pencil 2B	19	7	12
P043	Pencil 2B with Eraser End	34	22	12
P044	Pencil 4H	23	16	7
P045	Pencil B	41	41	0
P046	Pencil B with Eraser End	47	23	24

## Disbursement List at 31 July 2018 for Computer Science

Collection Point: Engineering School

Collection Time: 11:00:00 AM

Representative Name: Melanie Smeltzer

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
E030	Exercise Book (100 pg)	41	13	28
E031	Exercise Book (120 pg)	35	16	19
E032	Exercise Book A4 Hardcover (100 pg)	24	13	11
E033	Exercise Book A4 Hardcover (120 pg)	12	7	5
E034	Exercise Book A4 Hardcover (200 pg)	20	2	18

## Disbursement List at 31 July 2018 for English Department

Collection Point: Management School

Collection Time: 11:00:00 AM

Representative Name: Zena Llewellyn

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
E035	Exercise Book Hardcover (100 pg)	50	32	18
E036	Exercise Book Hardcover (120 pg)	38	15	23
F020	File Separator	39	37	2
F021	File-Blue Plain	27	5	22
F022	File-Blue with Logo	30	9	21
C003	Clips Double 3/4"	3	0	0



## Disbursement List at 31 July 2018 for Real Estate Department

Collection Point: Management School

Collection Time: 11:00:00 AM

Representative Name: Fumiko Wain

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
F023	File-Brown w/o Logo	25	17	8
F024	File-Brown with Logo	27	27	0
F031	Folder Plastic Blue	9	7	2
F032	Folder Plastic Clear	24	4	20
F033	Folder Plastic Green	33	28	5

## Disbursement List at 31 July 2018 for Registrar Department

Collection Point: Science School

Collection Time: 9:30:00 AM

Representative Name: Ida Sugar

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
H014	Highlighter Yellow	43	28	15
H031	Hole Puncher 2 holes	33	19	14
H032	Hole Puncher 3 holes	3	2	1
H033	Hole Puncher Adjustable	17	17	0
P010	Pad Postit Memo 1"x2"	35	5	30

## Disbursement List at 31 July 2018 for Science Department

Collection Point: Science School

Collection Time: 9:30:00 AM

Representative Name: Antonina Habel

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
P011	Pad Postit Memo 1/2"x1"	13	8	5
P012	Pad Postit Memo 1/2"x2"	37	32	5
P013	Pad Postit Memo 2"x3"	43	28	15
P014	Pad Postit Memo 2"x4"	16	5	11
P015	Pad Postit Memo 2"x5"	18	12	6

## Disbursement List at 31 July 2018 for Zoology Department

Collection Point: Medical School

Collection Time: 9:30:00 AM

Representative Name: Vicky Plumley

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
P016	Pad Postit Memo 3/4"x2"	8	1	7
P020	Paper Photostat A3	28	18	10
P021	Paper Photostat A4	3	1	2
P030	Pen Ballpoint Black	48	7	41
P031	Pen Ballpoint Blue	29	11	18

## Disbursement List at 31 July 2018 for Treasury Department

Collection Point: Medical School

Collection Time: 9:30:00 AM

Representative Name: Harriett Hoying

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
P032	Pen Ballpoint Red	7	1	6
P033	Pen Felt Tip Black	28	4	24
P034	Pen Felt Tip Blue	5	2	3
P035	Pen Felt Tip Red	26	18	8
P036	Pen Transparency Permanent	33	24	9