

In and Out Report from Jan 1, 2018 to Jun 6, 2018

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Ending Balance	Current Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	481	0	9	-9	472	472
14	ALCOHOL	Rubbing Alcohol	3447	1000	879	+121	3568	3568
9	BALLPEN BLACK	Panda Ballpen	1535	500	349	+151	1686	1686
10	BALLPEN BLUE	Panda Ballpen	2738	500	259	+241	2979	2979
11	BALLPEN RED	Panda Ballpen	1798	500	84	+416	2214	2214
13	BATTERY AA	Eveready Battery	532	0	23	-23	509	509
12	BATTERY AAA	Energizer Battery	425	0	26	-26	399	399
125	BOND PAPER A4-70 GSM	BOND PAPER A4	225	500	145	+355	580	580
2	BOND PAPER LONG	8.5 X 13	2926	1450	1506	-56	2870	2870
3	BOND PAPER SHORT	8.5 X 11	4931	1450	1505	-55	4876	4876
17	CALCULATOR	Casio Calculator	211	60	55	+5	216	216
19	CARBON PAPER LONG	Carbon Paper Long	5639	4000	156	+3844	9483	9483

18	CARBON PAPER SHORT	Carbon Paper Short	3105	4000	30	+3970	7075	7075
109	CD-R	CD-R with sleeves	796	0	186	-186	610	610
20	CDRW	Rewritable	1728	0	200	-200	1528	1528
21	CORRECTION TAPE	Correction Tape	2113	2000	330	+1670	3783	3783
22	CORRECTION TAPE REFILL	Refill of Plus	9011	8000	4942	+3058	12069	12069
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1064	500	382	+118	1182	1182
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1381	500	286	+214	1595	1595
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1485	500	405	+95	1580	1580
27	DVD-RW	Rewritable	1134	0	190	-190	944	944
26	DVDR	Recordable	1605	0	65	-65	1540	1540
30	ENVELOPE EXPANDED	Expanded Envelope	2249	8000	1745	+6255	8504	8504
29	ENVELOPE LONG	Brown Long	10505	4000	4163	-163	10342	10342
28	ENVELOPE SHORT	Short Brown	19084	4000	2598	+1402	20486	20486
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	123	0	16	-16	107	107
82	EPSON BLACK INK T6641	Epson T6641	498	0	202	-202	296	296

83	EPSON INK CYAN T6642	Epson T6642	300	0	79	-79	221	221
84	EPSON INK MAGENTA T6643	Epson T6643	232	0	96	-96	136	136
85	EPSON INK YELLOW T6644	Epson T6644	143	0	74	-74	69	69
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	74	0	10	-10	64	64
32	FASTENER PLASTIC	Plastic Fastener	1212	0	245	-245	967	967
33	FAX PAPER	Fax Paper	277	0	4	-4	273	273
34	FOLDER GREEN	Expanded Folder	10451	4000	2998	+1002	11453	11453
35	FOLDER LONG	White Folder	20387	4000	3932	+68	20455	20455
36	FOLDER SHORT	Folder White	11274	4000	1131	+2869	14143	14143
112	GLUE	Elmer's Glue 130g	468	500	82	+418	886	886
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	50	150	37	+113	163	163
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	61	150	33	+117	178	178
106	HP INK 21 BLACK	Ink cartridge #21 black	74	0	8	-8	66	66
107	HP INK 22 TRI- COLOR	Ink cartridge #22 tri-color	79	0	5	-5	74	74

98	HP INK 60 BLACK	Ink cartridge 60	94	0	3	-3	91	91
99	HP INK 60 TRI COLORED	Ink cartridge 60	293	0	1	-1	292	292
96	HP INK 703 BLACK	Ink cartridge 703	53	0	2	-2	51	51
97	HP INK 703 TRI- COLOR	Ink cartridge 703 colored	72	0	6	-6	66	66
94	HP INK 704 BLACK	Ink cartridge 704	154	50	71	-21	133	133
95	HP INK 704 COLORED	Ink cartridge 704	145	50	47	+3	148	148
86	HP INK 920XL BLACK	Ink cartridge 920xl	369	0	9	-9	360	360
89	HP INK 920XL CYAN	Ink Cartridge 920xl	416	0	4	-4	412	412
88	HP INK 920XL MAGENTA	Ink Cartridge 920xl	518	0	4	-4	514	514
87	HP INK 920XL YELLOW	Ink Cartridge 920XL	368	0	4	-4	364	364
90	HP INK 932XL BLACK	Ink cartridge 932XL	929	0	82	-82	847	847
93	HP INK 933XL CYAN	Ink cartridge 933XL	603	0	71	-71	532	532
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	608	0	67	-67	541	541

91	HP INK 933XL YELLOW	Ink cartridge 933XL	600	0	64	-64	536	536
69	HP TONER 05A	Toner Cartridge CE505A	377	150	180	-30	347	347
73	HP TONER 12A	Toner Cartridge Q2612A	72	50	36	+14	86	86
70	HP TONER 35A	Toner Cartridge CB435A	42	40	42	-2	40	40
71	HP TONER 36A	Toner Cartridge CB436A	203	0	12	-12	191	191
72	HP TONER 53A	Toner Cartridge Q2653A	41	0	6	-6	35	35
120	HP TONER 80A	HP Toner Cartridge 80A	66	0	9	-9	57	57
68	HP TONER 85A	CE285A Toner Cartridge	974	650	557	+93	1067	1067
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	49	0	3	-3	46	46
38	LETTER ENVELOPE	Megaworld Letter Envelope	25726	3000	8769	-5769	19957	19957
37	LETTER HEAD	Megaworld Letter Head	130265	135000	49806	+85194	215459	215459
119	LOG BOOK	Record Book 500pp	860	0	98	-98	762	762
111	LOGBOOK	Record book 500 pp	323	0	80	-80	243	243
39	MEMO PAD	Memo Pad	1460	0	424	-424	1036	1036
41	NEWSPRINT LONG	Groundwood Long	1502	1650	1028	+622	2124	2124
40	NEWSPRINT SHORT	Groundwood Short	1002	1700	1119	+581	1583	1583
110	NOTEBOOK	Steno Notebook	1095	600	13	+587	1682	1682

121	OPTICAL MOUSE	A4tech Optical Mouse PS2	446	0	29	-29	417	417
44	PAPER CLIP BIG	Paper Clip Big	1354	500	274	+226	1580	1580
43	PAPER CLIP SMALL	Paper Clip Small	1269	500	290	+210	1479	1479
45	PENCIL MONGOL	Pencil Mongol	1440	600	267	+333	1773	1773
46	PENTEL PEN BLACK	Pentel Marker	875	500	137	+363	1238	1238
48	PENTEL PEN BLUE	Pentel Marker	1053	500	48	+452	1505	1505
47	PENTEL PEN RED	Pentel Marker Red	478	500	30	+470	948	948
49	PENTEL PEN WB BLACK	Whiteboard Marker	344	0	3	-3	341	341
50	PENTEL PEN WB BLUE	Whiteboard Marker	374	0	4	-4	370	370
51	PENTEL PEN WB RED	Whiteboard Marker	588	0	20	-20	568	568
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6746	0	600	-600	6146	6146
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4092	600	482	+118	4210	4210
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	1597	600	149	+451	2048	2048

7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1358	600	140	+460	1818	1818
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3157	600	239	+361	3518	3518
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	625	200	28	+172	797	797
52	PUNCHER	Puncher	205	0	14	-14	191	191
54	RUBBER BAND BIG	Rubber Band Big	1253	0	72	-72	1181	1181
53	RUBBER BAND SMALL	Rubber Band Small	670	0	109	-109	561	561
55	RULER	Ruler	377	0	49	-49	328	328
56	SCISSOR	Scissor	207	0	6	-6	201	201
102	STABILO BLUE	Stabilo Highlighter Blue	619	250	70	+180	799	799
104	STABILO GREEN	Stabilo Highlighter Green	597	250	78	+172	769	769
57	STABILO ORANGE	Stabilo Orange	598	250	73	+177	775	1025
58	STABILO PINK	Stabilo Pink	858	250	82	+168	1026	1026
131	STABILO VIOLET	Stabilo Highlighter Violet	8	250	23	+227	235	235
103	STABILO YELLOW	Stabilo Highlighter Yellow	744	250	109	+141	885	885
128	Stamp Pad Ink	Stamp Pad Ink - Red	137	0	14	-14	123	123

129	Stamp Pad Ink - Black	Stamp Pad Ink	123	0	40	-40	83	83
100	STAPLE WIRE BIG	Steves Staple Wire	3840	1500	383	+1117	4957	4957
108	STAPLER #35	Stapler with staple wire remover	238	500	104	+396	634	634
60	TAPE DISPENSER BIG	Tape Dispenser	138	0	27	-27	111	111
118	TAPE MASKING 1	Tape Masking 1"	1256	0	119	-119	1137	1137
61	TAPE PACKING 2'	Clear Tape	1910	500	168	+332	2242	2242
62	TAPE SCOTCH 1'	Scotch Tape	3479	1500	736	+764	4243	4243
65	TRANSMITTAL SHEET	Transmittal Form	415	1350	227	+1123	1538	1538