

## In and Out Report from May 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	474	0	2	-2	472	472
14	ALCOHOL	Rubbing Alcohol	3733	0	165	-165	3568	3568
9	BALLPEN BLACK	Panda Ballpen	1763	0	77	-77	1686	1686
10	BALLPEN BLUE	Panda Ballpen	3016	0	37	-37	2979	2979
11	BALLPEN RED	Panda Ballpen	2221	0	7	-7	2214	2214
13	BATTERY AA	Eveready Battery	517	0	8	-8	509	509
12	BATTERY AAA	Energizer Battery	407	0	8	-8	399	399
125	BOND PAPER A4-70 GSM	BOND PAPER A4	601	0	21	-21	580	580
2	BOND PAPER LONG	8.5 X 13	2482	650	262	+388	2870	2870
3	BOND PAPER SHORT	8.5 X 11	4472	650	246	+404	4876	4876
17	CALCULATOR	Casio Calculator	227	0	11	-11	216	216
19	CARBON PAPER LONG	Carbon Paper Long	9491	0	8	-8	9483	9483

18	CARBON PAPER SHORT	Carbon Paper Short	7085	0	10	-10	7075	7075
109	CD-R	CD-R with sleeves	616	0	6	-6	610	610
20	CDRW	Rewritable	1598	0	70	-70	1528	1528
21	CORRECTION TAPE	Correction Tape	3826	0	43	-43	3783	3783
22	CORRECTION TAPE REFILL	Refill of Plus	12273	0	204	-204	12069	12069
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1268	0	86	-86	1182	1182
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1648	0	53	-53	1595	1595
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1642	0	62	-62	1580	1580
27	DVD-RW	Rewritable	974	0	30	-30	944	944
26	DVDR	Recordable	1555	0	15	-15	1540	1540
30	ENVELOPE EXPANDED	Expanded Envelope	8574	0	70	-70	8504	8504
29	ENVELOPE LONG	Brown Long	10741	0	399	-399	10342	10342
28	ENVELOPE SHORT	Short Brown	20758	0	272	-272	20486	20486
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	109	0	2	-2	107	107
82	EPSON BLACK INK T6641	Epson T6641	338	0	42	-42	296	296

83	EPSON INK CYAN T6642	Epson T6642	231	0	10	-10	221	221
84	EPSON INK MAGENTA T6643	Epson T6643	148	0	12	-12	136	136
85	EPSON INK YELLOW T6644	Epson T6644	71	0	2	-2	69	69
32	FASTENER PLASTIC	Plastic Fastener	991	0	24	-24	967	967
34	FOLDER GREEN	Expanded Folder	12075	0	622	-622	11453	11453
35	FOLDER LONG	White Folder	21037	0	582	-582	20455	20455
36	FOLDER SHORT	Folder White	14315	0	172	-172	14143	14143
112	GLUE	Elmer's Glue 130g	890	0	4	-4	886	886
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	172	0	9	-9	163	163
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	186	0	8	-8	178	178
106	HP INK 21 BLACK	Ink cartridge #21 black	68	0	2	-2	66	66
107	HP INK 22 TRI- COLOR	Ink cartridge #22 tri-color	76	0	2	-2	74	74
96	HP INK 703 BLACK	Ink cartridge 703	53	0	2	-2	51	51
97	HP INK 703 TRI- COLOR	Ink cartridge 703 colored	69	0	3	-3	66	66

94	HP INK 704 BLACK	Ink cartridge 704	143	0	10	-10	133	133
95	HP INK 704 COLORED	Ink cartridge 704	156	0	8	-8	148	148
86	HP INK 920XL BLACK	Ink cartridge 920xl	361	0	1	-1	360	360
89	HP INK 920XL CYAN	Ink Cartridge 920xl	413	0	1	-1	412	412
88	HP INK 920XL MAGENTA	Ink Cartridge 920xl	515	0	1	-1	514	514
87	HP INK 920XL YELLOW	Ink Cartridge 920XL	365	0	1	-1	364	364
90	HP INK 932XL BLACK	Ink cartridge 932XL	855	0	8	-8	847	847
93	HP INK 933XL CYAN	Ink cartridge 933XL	541	0	9	-9	532	532
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	550	0	9	-9	541	541
91	HP INK 933XL YELLOW	Ink cartridge 933XL	544	0	8	-8	536	536
69	HP TONER 05A	Toner Cartridge CE505A	369	0	22	-22	347	347
73	HP TONER 12A	Toner Cartridge Q2612A	96	0	10	-10	86	86
70	HP TONER 35A	Toner Cartridge CB435A	50	0	10	-10	40	40
68	HP TONER 85A	CE285A Toner Cartridge	981	150	64	+86	1067	1067

38	LETTER ENVELOPE	Megaworld Letter Envelope	18079	3000	1122	+1878	19957	19957
37	LETTER HEAD	Megaworld Letter Head	218609	0	3150	-3150	215459	215459
119	LOG BOOK	Record Book 500pp	777	0	15	-15	762	762
111	LOGBOOK	Record book 500 pp	254	0	11	-11	243	243
39	MEMO PAD	Memo Pad	1086	0	50	-50	1036	1036
41	NEWSPRINT LONG	Groundwood Long	2085	100	61	+39	2124	2124
40	NEWSPRINT SHORT	Groundwood Short	1573	100	90	+10	1583	1583
110	NOTEBOOK	Steno Notebook	1095	600	13	+587	1682	1682
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	421	0	4	-4	417	417
44	PAPER CLIP BIG	Paper Clip Big	1605	0	25	-25	1580	1580
43	PAPER CLIP SMALL	Paper Clip Small	1511	0	32	-32	1479	1479
45	PENCIL MONGOL	Pencil Mongol	1828	0	55	-55	1773	1773
46	PENTEL PEN BLACK	Pentel Marker	1253	0	15	-15	1238	1238
48	PENTEL PEN BLUE	Pentel Marker	1512	0	7	-7	1505	1505
47	PENTEL PEN RED	Pentel Marker Red	951	0	3	-3	948	948

51	PENTEL PEN WB RED	Whiteboard Marker	570	0	2	-2	568	568
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6242	0	96	-96	6146	6146
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4287	0	77	-77	4210	4210
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	2064	0	16	-16	2048	2048
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1843	0	25	-25	1818	1818
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3561	0	43	-43	3518	3518
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	806	0	9	-9	797	797
52	PUNCHER	Puncher	193	0	2	-2	191	191
54	RUBBER BAND BIG	Rubber Band Big	1185	0	4	-4	1181	1181
53	RUBBER BAND SMALL	Rubber Band Small	576	0	15	-15	561	561
55	RULER	Ruler	332	0	4	-4	328	328
102	STABILO BLUE	Stabilo Highlighter Blue	809	0	10	-10	799	799
104	STABILO GREEN	Stabilo Highlighter Green	782	0	13	-13	769	769

57	STABILO ORANGE	Stabilo Orange	787	0	12	-12	775	1025
58	STABILO PINK	Stabilo Pink	1034	0	8	-8	1026	1026
131	STABILO VIOLET	Stabilo Highlighter Violet	243	0	8	-8	235	235
103	STABILO YELLOW	Stabilo Highlighter Yellow	904	0	19	-19	885	885
129	Stamp Pad Ink - Black	Stamp Pad Ink	89	0	6	-6	83	83
100	STAPLE WIRE BIG	Steves Staple Wire	5022	0	65	-65	4957	4957
108	STAPLER #35	Stapler with staple wire remover	647	0	13	-13	634	634
60	TAPE DISPENSER BIG	Tape Dispenser	113	0	2	-2	111	111
118	TAPE MASKING 1	Tape Masking 1"	1154	0	17	-17	1137	1137
61	TAPE PACKING 2'	Clear Tape	2246	0	4	-4	2242	2242
62	TAPE SCOTCH 1'	Scotch Tape	4306	0	63	-63	4243	4243
65	TRANSMITTAL SHEET	Transmittal Form	203	1350	15	+1335	1538	1538