

In and Out Report from Apr 2, 2018 to May 2, 2018

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Ending Balance	Current Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	475	0	1	-1	474	474
14	ALCOHOL	Rubbing Alcohol	4077	0	344	-344	3733	3733
9	BALLPEN BLACK	Panda Ballpen	1886	0	123	-123	1763	1763
10	BALLPEN BLUE	Panda Ballpen	3081	0	65	-65	3016	3016
11	BALLPEN RED	Panda Ballpen	2245	0	24	-24	2221	2221
12	BATTERY AAA	Energizer Battery	413	0	6	-6	407	407
125	BOND PAPER A4-70 GSM	BOND PAPER A4	699	0	98	-98	601	601
2	BOND PAPER LONG	8.5 X 13	2710	200	428	-228	2482	2482
3	BOND PAPER SHORT	8.5 X 11	4716	200	444	-244	4472	4472
17	CALCULATOR	Casio Calculator	252	0	25	-25	227	227
19	CARBON PAPER LONG	Carbon Paper Long	9512	0	21	-21	9491	9491
18	CARBON PAPER SHORT	Carbon Paper Short	7100	0	15	-15	7085	7085

109	CD-R	CD-R with sleeves	641	0	25	-25	616	616
20	CDRW	Rewritable	1663	0	65	-65	1598	1598
21	CORRECTION TAPE	Correction Tape	3886	0	60	-60	3826	3826
22	CORRECTION TAPE REFILL	Refill of Plus	12712	0	439	-439	12273	12273
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1492	0	224	-224	1268	1268
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1753	0	105	-105	1648	1648
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1872	0	230	-230	1642	1642
27	DVD-RW	Rewritable	1004	0	30	-30	974	974
26	DVDR	Recordable	1560	0	5	-5	1555	1555
30	ENVELOPE EXPANDED	Expanded Envelope	9278	0	704	-704	8574	8574
29	ENVELOPE LONG	Brown Long	11849	0	1108	-1108	10741	10741
28	ENVELOPE SHORT	Short Brown	21455	0	697	-697	20758	20758
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	119	0	10	-10	109	109
82	EPSON BLACK INK T6641	Epson T6641	449	0	111	-111	338	338
83	EPSON INK CYAN T6642	Epson T6642	258	0	27	-27	231	231

84	EPSON INK MAGENTA T6643	Epson T6643	186	0	38	-38	148	148
85	EPSON INK YELLOW T6644	Epson T6644	97	0	26	-26	71	71
32	FASTENER PLASTIC	Plastic Fastener	1059	0	68	-68	991	991
33	FAX PAPER	Fax Paper	275	0	2	-2	273	273
34	FOLDER GREEN	Expanded Folder	13701	0	1626	-1626	12075	12075
35	FOLDER LONG	White Folder	21940	0	903	-903	21037	21037
36	FOLDER SHORT	Folder White	14462	0	147	-147	14315	14315
112	GLUE	Elmer's Glue 130g	911	0	21	-21	890	890
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	36	150	14	+136	172	172
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	45	150	9	+141	186	186
98	HP INK 60 BLACK	Ink cartridge 60	92	0	1	-1	91	91
94	HP INK 704 BLACK	Ink cartridge 704	165	0	22	-22	143	143
95	HP INK 704 COLORED	Ink cartridge 704	169	0	13	-13	156	156
86	HP INK 920XL BLACK	Ink cartridge 920xl	363	0	2	-2	361	361

89	HP INK 920XL CYAN	Ink Cartridge 920xl	415	0	2	-2	413	413
88	HP INK 920XL MAGENTA	Ink Cartridge 920xl	517	0	2	-2	515	515
87	HP INK 920XL YELLOW	Ink Cartridge 920XL	367	0	2	-2	365	365
90	HP INK 932XL BLACK	Ink cartridge 932XL	876	0	21	-21	855	855
93	HP INK 933XL CYAN	Ink cartridge 933XL	572	0	31	-31	541	541
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	574	0	24	-24	550	550
91	HP INK 933XL YELLOW	Ink cartridge 933XL	566	0	22	-22	544	544
69	HP TONER 05A	Toner Cartridge CE505A	447	0	78	-78	369	369
73	HP TONER 12A	Toner Cartridge Q2612A	106	0	10	-10	96	96
70	HP TONER 35A	Toner Cartridge CB435A	64	0	14	-14	50	50
71	HP TONER 36A	Toner Cartridge CB436A	196	0	5	-5	191	191
72	HP TONER 53A	Toner Cartridge Q2653A	36	0	1	-1	35	35
120	HP TONER 80A	HP Toner Cartridge 80A	62	0	5	-5	57	57
68	HP TONER 85A	CE285A Toner Cartridge	1175	0	194	-194	981	981
38	LETTER ENVELOPE	Megaworld Letter Envelope	20151	0	2072	-2072	18079	18079

37	LETTER HEAD	Megaworld Letter Head	236929	0	18320	-18320	218609	218609
119	LOG BOOK	Record Book 500pp	808	0	31	-31	777	777
111	LOGBOOK	Record book 500 pp	278	0	24	-24	254	254
39	MEMO PAD	Memo Pad	1201	0	115	-115	1086	1086
41	NEWSPRINT LONG	Groundwood Long	1714	1000	629	+371	2085	2085
40	NEWSPRINT SHORT	Groundwood Short	1246	500	173	+327	1573	1573
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	431	0	10	-10	421	421
44	PAPER CLIP BIG	Paper Clip Big	1168	500	63	+437	1605	1605
43	PAPER CLIP SMALL	Paper Clip Small	1598	0	87	-87	1511	1511
45	PENCIL MONGOL	Pencil Mongol	1883	0	55	-55	1828	1828
46	PENTEL PEN BLACK	Pentel Marker	1277	0	24	-24	1253	1253
48	PENTEL PEN BLUE	Pentel Marker	1523	0	11	-11	1512	1512
47	PENTEL PEN RED	Pentel Marker Red	959	0	8	-8	951	951
51	PENTEL PEN WB RED	Whiteboard Marker	584	0	14	-14	570	570
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6404	0	162	-162	6242	6242

5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4467	0	180	-180	4287	4287
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	1498	600	34	+566	2064	2064
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1896	0	53	-53	1843	1843
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3633	0	72	-72	3561	3561
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	808	0	5	-5	803	803
52	PUNCHER	Puncher	194	0	1	-1	193	193
54	RUBBER BAND BIG	Rubber Band Big	1204	0	19	-19	1185	1185
53	RUBBER BAND SMALL	Rubber Band Small	602	0	26	-26	576	576
55	RULER	Ruler	356	0	24	-24	332	332
102	STABILO BLUE	Stabilo Highlighter Blue	831	0	22	-22	809	809
104	STABILO GREEN	Stabilo Highlighter Green	793	0	11	-11	782	782
57	STABILO ORANGE	Stabilo Orange	805	0	18	-18	787	1037
58	STABILO PINK	Stabilo Pink	1061	0	27	-27	1034	1034
131	STABILO VIOLET	Stabilo Highlighter Violet	254	0	11	-11	243	243

103	STABILO YELLOW	Stabilo Highlighter Yellow	937	0	33	-33	904	904
128	Stamp Pad Ink	Stamp Pad Ink - Red	133	0	10	-10	123	123
129	Stamp Pad Ink - Black	Stamp Pad Ink	94	0	5	-5	89	89
100	STAPLE WIRE BIG	Steves Staple Wire	5123	0	101	-101	5022	5022
108	STAPLER #35	Stapler with staple wire remover	684	0	37	-37	647	647
60	TAPE DISPENSER BIG	Tape Dispenser	119	0	6	-6	113	113
118	TAPE MASKING 1	Tape Masking 1"	1185	0	31	-31	1154	1154
61	TAPE PACKING 2'	Clear Tape	2289	0	43	-43	2246	2246
62	TAPE SCOTCH 1'	Scotch Tape	4485	0	179	-179	4306	4306
65	TRANSMITTAL SHEET	Transmittal Form	245	0	42	-42	203	203