

In and Out Report from Jan 13, 2018 to Feb 13, 2018

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Ending Balance	Today Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	479	0	1	-1	478	478
14	ALCOHOL	Rubbing Alcohol	3387	0	197	-197	3190	3190
9	BALLPEN BLACK	Panda Ballpen	1509	0	94	-94	1415	1415
10	BALLPEN BLUE	Panda Ballpen	2724	0	31	-31	2693	2693
11	BALLPEN RED	Panda Ballpen	1792	0	27	-27	1765	1765
13	BATTERY AA	Eveready Battery	532	0	10	-10	522	522
12	BATTERY AAA	Energizer Battery	425	0	7	-7	418	418
2	BOND PAPER LONG	8.5 X 13	3394	0	362	-362	3032	3032
3	BOND PAPER SHORT	8.5 X 11	5381	0	354	-354	5027	5027
19	CARBON PAPER LONG	Carbon Paper Long	5627	0	75	-75	5552	5552
109	CD-R	CD-R with sleeves	681	0	25	-25	656	656
20	CDRW	Rewritable	1728	0	45	-45	1683	1683
21	CORRECTION TAPE	Correction Tape	2095	0	91	-91	2004	2004

22	CORRECTION TAPE REFILL	Refill of Plus	8939	0	40	-40	8899	8899
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1033	0	13	-13	1020	1020
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1364	0	51	-51	1313	1313
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1423	0	8	-8	1415	1415
27	DVD-RW	Rewritable	1134	0	40	-40	1094	1094
26	DVDR	Recordable	1605	0	15	-15	1590	1590
30	ENVELOPE EXPANDED	Expanded Envelope	1928	0	110	-110	1818	1818
29	ENVELOPE LONG	Brown Long	10203	0	1774	-1774	8429	8429
28	ENVELOPE SHORT	Short Brown	18906	0	838	-838	18068	18068
82	EPSON BLACK INK T6641	Epson T6641	474	0	22	-22	452	452
83	EPSON INK CYAN T6642	Epson T6642	290	0	13	-13	277	277
84	EPSON INK MAGENTA T6643	Epson T6643	221	0	13	-13	208	208
85	EPSON INK YELLOW T6644	Epson T6644	134	0	16	-16	118	118
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	72	0	2	-2	70	70

32	FASTENER PLASTIC	Plastic Fastener	1189	0	44	-44	1145	1145
35	FOLDER LONG	White Folder	20089	0	616	-616	19473	19473
36	FOLDER SHORT	Folder White	11154	0	260	-260	10894	10894
112	GLUE	Elmer's Glue 130g	461	0	20	-20	441	441
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	42	0	3	-3	39	39
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	51	0	3	-3	48	48
106	HP INK 21 BLACK	Ink cartridge #21 black	74	0	2	-2	72	72
107	HP INK 22 TRI-COLOR	Ink cartridge #22 tri-color	79	0	2	-2	77	77
97	HP INK 703 TRI-COLOR	Ink cartridge 703 colored	72	0	3	-3	69	69
94	HP INK 704 BLACK	Ink cartridge 704	151	0	17	-17	134	134
95	HP INK 704 COLORED	Ink cartridge 704	142	0	11	-11	131	131
86	HP INK 920XL BLACK	Ink cartridge 920xl	368	0	5	-5	363	363
90	HP INK 932XL BLACK	Ink cartridge 932XL	928	0	12	-12	916	916

93	HP INK 933XL CYAN	Ink cartridge 933XL	602	0	12	-12	590	590
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	607	0	12	-12	595	595
91	HP INK 933XL YELLOW	Ink cartridge 933XL	600	0	12	-12	588	588
69	HP TONER 05A	Toner Cartridge CE505A	361	0	41	-41	320	320
73	HP TONER 12A	Toner Cartridge Q2612A	70	0	7	-7	63	63
70	HP TONER 35A	Toner Cartridge CB435A	39	40	3	+37	76	76
71	HP TONER 36A	Toner Cartridge CB436A	201	0	3	-3	198	198
72	HP TONER 53A	Toner Cartridge Q2653A	41	0	1	-1	40	40
68	HP TONER 85A	CE285A Toner Cartridge	1077	50	96	-46	1031	1031
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	49	0	3	-3	46	46
38	LETTER ENVELOPE	Megaworld Letter Envelope	23946	0	2945	-2945	21001	21001
37	LETTER HEAD	Megaworld Letter Head	253373	0	9604	-9604	243769	243769
119	LOG BOOK	Record Book 500pp	858	0	22	-22	836	836
111	LOGBOOK	Record book 500 pp	312	0	14	-14	298	298
39	MEMO PAD	Memo Pad	1460	0	111	-111	1349	1349
41	NEWSPRINT LONG	Groundwood Long	1445	0	111	-111	1334	1334

40	NEWSPRINT SHORT	Groundwood Short	963	0	28	-28	935	935
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	446	0	6	-6	440	440
44	PAPER CLIP BIG	Paper Clip Big	1331	0	41	-41	1290	1290
43	PAPER CLIP SMALL	Paper Clip Small	1254	0	59	-59	1195	1195
45	PENCIL MONGOL	Pencil Mongol	1426	0	30	-30	1396	1396
46	PENTEL PEN BLACK	Pentel Marker	858	0	42	-42	816	816
48	PENTEL PEN BLUE	Pentel Marker	1050	0	11	-11	1039	1039
49	PENTEL PEN WB BLACK	Whiteboard Marker	342	0	1	-1	341	341
50	PENTEL PEN WB BLUE	Whiteboard Marker	371	0	1	-1	370	370
51	PENTEL PEN WB RED	Whiteboard Marker	588	0	2	-2	586	586
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6709	0	129	-129	6580	6580
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4050	0	124	-124	3926	3926
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	1592	0	36	-36	1556	1556

7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1343	0	24	-24	1319	1319
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3132	0	37	-37	3095	3095
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	625	200	0	+200	825	825
52	PUNCHER	Puncher	199	0	2	-2	197	197
54	RUBBER BAND BIG	Rubber Band Big	1231	0	12	-12	1219	1219
53	RUBBER BAND SMALL	Rubber Band Small	658	0	16	-16	642	642
55	RULER	Ruler	373	0	5	-5	368	368
56	SCISSOR	Scissor	203	0	2	-2	201	201
102	STABILO BLUE	Stabilo Highlighter Blue	619	0	18	-18	601	601
104	STABILO GREEN	Stabilo Highlighter Green	588	0	18	-18	570	570
57	STABILO ORANGE	Stabilo Orange	595	0	18	-18	577	577
58	STABILO PINK	Stabilo Pink	850	0	12	-12	838	838
103	STABILO YELLOW	Stabilo Highlighter Yellow	735	0	17	-17	718	718
128	Stamp Pad Ink	Stamp Pad Ink - Red	137	0	1	-1	136	136

129	Stamp Pad Ink - Black	Stamp Pad Ink	123	0	7	-7	116	116
100	STAPLE WIRE BIG	Steves Staple Wire	3814	0	76	-76	3738	3738
108	STAPLER #35	Stapler with staple wire remover	231	0	18	-18	213	213
60	TAPE DISPENSER BIG	Tape Dispenser	133	0	10	-10	123	123
118	TAPE MASKING 1	Tape Masking 1"	1249	0	36	-36	1213	1213
61	TAPE PACKING 2'	Clear Tape	1895	0	77	-77	1818	1818
62	TAPE SCOTCH 1'	Scotch Tape	3381	0	172	-172	3209	3209
65	TRANSMITTAL SHEET	Transmittal Form	402	0	41	-41	361	361