

## In and Out Report from May 1, 2017 to Jun 6, 2018

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Ending Balance	Current Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	243	250	21	+229	472	472
14	ALCOHOL	Rubbing Alcohol	2540	2800	1772	+1028	3568	3568
9	BALLPEN BLACK	Panda Ballpen	1079	1400	793	+607	1686	1686
10	BALLPEN BLUE	Panda Ballpen	1638	1850	509	+1341	2979	2979
11	BALLPEN RED	Panda Ballpen	1863	500	149	+351	2214	2214
13	BATTERY AA	Eveready Battery	408	150	49	+101	509	509
12	BATTERY AAA	Energizer Battery	287	150	38	+112	399	399
125	BOND PAPER A4-70 GSM	BOND PAPER A4	193	700	313	+387	580	580
2	BOND PAPER LONG	8.5 X 13	1587	4150	2867	+1283	2870	2870
3	BOND PAPER SHORT	8.5 X 11	3532	4150	2806	+1344	4876	4876
17	CALCULATOR	Casio Calculator	63	245	92	+153	216	216
19	CARBON PAPER LONG	Carbon Paper Long	3748	6000	265	+5735	9483	9483

18	CARBON PAPER SHORT	Carbon Paper Short	3143	4000	68	+3932	7075	7075
16	CBP BOX	File Storage Box	904	150	105	+45	949	949
109	CD-R	CD-R with sleeves	866	0	256	-256	610	610
123	CD-R	CD-RECORDABLE	0	1000	0	+1000	1000	1000
20	CDRW	Rewritable	1543	200	215	-15	1528	1528
21	CORRECTION TAPE	Correction Tape	330	4000	547	+3453	3783	3783
22	CORRECTION TAPE REFILL	Refill of Plus	9808	8000	5739	+2261	12069	12069
126	Desk Tray 2 Layer	Desk Tray 2 Layer	35	75	0	+75	110	110
23	DOUBLE CLIP 1	Binder Clip Size: 1"	974	800	592	+208	1182	1182
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1057	950	412	+538	1595	1595
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1437	800	657	+143	1580	1580
27	DVD-RW	Rewritable	790	500	346	+154	944	944
26	DVDR	Recordable	1118	500	78	+422	1540	1540
30	ENVELOPE EXPANDED	Expanded Envelope	4319	8000	3815	+4185	8504	8504
29	ENVELOPE LONG	Brown Long	14768	4000	8426	-4426	10342	10342
28	ENVELOPE SHORT	Short Brown	14451	10000	3965	+6035	20486	20486

116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	140	0	33	-33	107	107
82	EPSON BLACK INK T6641	Epson T6641	135	500	339	+161	296	296
83	EPSON INK CYAN T6642	Epson T6642	341	0	120	-120	221	221
84	EPSON INK MAGENTA T6643	Epson T6643	271	0	135	-135	136	136
85	EPSON INK YELLOW T6644	Epson T6644	187	0	118	-118	69	69
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	103	0	39	-39	64	64
32	FASTENER PLASTIC	Plastic Fastener	889	500	422	+78	967	967
33	FAX PAPER	Fax Paper	277	0	4	-4	273	273
34	FOLDER GREEN	Expanded Folder	9879	7000	5426	+1574	11453	11453
35	FOLDER LONG	White Folder	14487	12000	6032	+5968	20455	20455
36	FOLDER SHORT	Folder White	7837	8000	1694	+6306	14143	14143
112	GLUE	Elmer's Glue 130g	533	500	147	+353	886	886
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	84	150	71	+79	163	163
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	86	150	58	+92	178	178

106	HP INK 21 BLACK	Ink cartridge #21 black	85	0	19	-19	66	66
107	HP INK 22 TRI-COLOR	Ink cartridge #22 tri-color	88	0	14	-14	74	74
98	HP INK 60 BLACK	Ink cartridge 60	103	0	12	-12	91	91
99	HP INK 60 TRI COLORED	Ink cartridge 60	303	0	11	-11	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	187	50	104	-54	133	133
95	HP INK 704 COLORED	Ink cartridge 704	173	50	75	-25	148	148
86	HP INK 920XL BLACK	Ink cartridge 920xl	374	0	14	-14	360	360
89	HP INK 920XL CYAN	Ink Cartridge 920xl	421	0	9	-9	412	412
88	HP INK 920XL MAGENTA	Ink Cartridge 920xl	523	0	9	-9	514	514
87	HP INK 920XL YELLOW	Ink Cartridge 920XL	373	0	9	-9	364	364
90	HP INK 932XL BLACK	Ink cartridge 932XL	577	400	130	+270	847	847

93	HP INK 933XL CYAN	Ink cartridge 933XL	296	350	114	+236	532	532
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	292	350	101	+249	541	541
91	HP INK 933XL YELLOW	Ink cartridge 933XL	283	350	97	+253	536	536
69	HP TONER 05A	Toner Cartridge CE505A	302	400	355	+45	347	347
74	HP TONER 125 (CB540A) BLACK	Toner cartridge CB540A	108	0	2	-2	106	106
73	HP TONER 12A	Toner Cartridge Q2612A	60	100	74	+26	86	86
78	HP TONER 305 BLACK	Toner cartridge CE410B	12	0	1	-1	11	11
81	HP TONER 305 CYAN	Toner cartridge CE411C	16	0	1	-1	15	15
80	HP TONER 305 MAGENTA	Toner cartridge CE413M	18	20	1	+19	37	37
79	HP TONER 305 YELLOW	Toner cartridge CE412Y	15	0	1	-1	14	14
70	HP TONER 35A	Toner Cartridge CB435A	74	40	74	-34	40	40
71	HP TONER 36A	Toner Cartridge CB436A	107	100	16	+84	191	191
72	HP TONER 53A	Toner Cartridge Q2653A	53	0	18	-18	35	35
120	HP TONER 80A	HP Toner Cartridge 80A	75	0	18	-18	57	57
68	HP TONER 85A	CE285A Toner Cartridge	769	1400	1102	+298	1067	1067

105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	63	0	17	-17	46	46
38	LETTER ENVELOPE	Megaworld Letter Envelope	26066	3000	9109	-6109	19957	19957
37	LETTER HEAD	Megaworld Letter Head	132237	175000	91778	+83222	215459	215459
119	LOG BOOK	Record Book 500pp	848	100	186	-86	762	762
111	LOGBOOK	Record book 500 pp	67	300	124	+176	243	243
67	MAGAZINE FILE	Magazine File	793	0	1	-1	792	792
39	MEMO PAD	Memo Pad	1639	0	603	-603	1036	1036
130	METAL FILE TRAY - 3 LAYERS	file tray 3's	0	20	1	+19	19	19
41	NEWSPRINT LONG	Groundwood Long	934	2650	1460	+1190	2124	2124
40	NEWSPRINT SHORT	Groundwood Short	690	2550	1657	+893	1583	1583
110	NOTEBOOK	Steno Notebook	1149	600	67	+533	1682	1682
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	231	250	64	+186	417	417
44	PAPER CLIP BIG	Paper Clip Big	1073	1000	493	+507	1580	1580
43	PAPER CLIP SMALL	Paper Clip Small	1016	1000	537	+463	1479	1479
45	PENCIL MONGOL	Pencil Mongol	1084	1200	511	+689	1773	1773
46	PENTEL PEN BLACK	Pentel Marker	496	950	208	+742	1238	1238

48	PENTEL PEN BLUE	Pentel Marker	547	1050	92	+958	1505	1505
47	PENTEL PEN RED	Pentel Marker Red	498	500	50	+450	948	948
49	PENTEL PEN WB BLACK	Whiteboard Marker	376	0	35	-35	341	341
50	PENTEL PEN WB BLUE	Whiteboard Marker	394	0	24	-24	370	370
51	PENTEL PEN WB RED	Whiteboard Marker	602	0	34	-34	568	568
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6661	600	1115	-515	6146	6146
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	3878	1200	868	+332	4210	4210
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	1670	600	222	+378	2048	2048
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1450	600	232	+368	1818	1818
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3450	600	532	+68	3518	3518
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	625	200	28	+172	797	797
52	PUNCHER	Puncher	231	0	40	-40	191	191

54	RUBBER BAND BIG	Rubber Band Big	1285	10	114	-104	1181	1181
53	RUBBER BAND SMALL	Rubber Band Small	850	0	289	-289	561	561
55	RULER	Ruler	224	200	96	+104	328	328
56	SCISSOR	Scissor	264	0	63	-63	201	201
102	STABILO BLUE	Stabilo Highlighter Blue	680	250	131	+119	799	799
104	STABILO GREEN	Stabilo Highlighter Green	659	250	140	+110	769	769
57	STABILO ORANGE	Stabilo Orange	658	250	133	+117	775	1025
58	STABILO PINK	Stabilo Pink	913	250	137	+113	1026	1026
131	STABILO VIOLET	Stabilo Highlighter Violet	0	300	65	+235	235	235
103	STABILO YELLOW	Stabilo Highlighter Yellow	844	250	209	+41	885	885
128	Stamp Pad Ink	Stamp Pad Ink - Red	75	75	27	+48	123	123
129	Stamp Pad Ink - Black	Stamp Pad Ink	75	75	67	+8	83	83
59	STAMP PAD INK BLUE	Stamp Pad Ink	56	0	7	-7	49	49
100	STAPLE WIRE BIG	Steves Staple Wire	2699	3000	742	+2258	4957	4957
108	STAPLER #35	Stapler with staple wire remover	312	500	178	+322	634	634



132	STICKER PAPER A4	STICKER PAPER MATTE A4 WHITE	0	300	205	+95	95	95
60	TAPE DISPENSER BIG	Tape Dispenser	67	100	56	+44	111	111
118	TAPE MASKING 1	Tape Masking 1"	876	525	264	+261	1137	1137
61	TAPE PACKING 2'	Clear Tape	1676	900	334	+566	2242	2242
62	TAPE SCOTCH 1'	Scotch Tape	1752	3750	1259	+2491	4243	4243
65	TRANSMITTAL SHEET	Transmittal Form	374	1500	336	+1164	1538	1538