

## In and Out Report from Nov 5, 2017 to Dec 5, 2017

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	482	0	1	-1	481
14	ALCOHOL	Rubbing Alcohol	3741	0	172	-172	3566
9	BALLPEN BLACK	Panda Ballpen	1658	0	59	-59	1599
10	BALLPEN BLUE	Panda Ballpen	2824	0	70	-70	2754
11	BALLPEN RED	Panda Ballpen	1823	0	23	-23	1800
13	BATTERY AA	Eveready Battery	554	0	12	-12	542
12	BATTERY AAA	Energizer Battery	437	0	12	-12	425
125	BOND PAPER A4-70 GSM	BOND PAPER A4	285	0	27	-27	258
2	BOND PAPER LONG	8.5 X 13	2397	700	197	+503	2896
3	BOND PAPER SHORT	8.5 X 11	4439	700	238	+462	4898
19	CARBON PAPER LONG	Carbon Paper Long	5670	0	16	-16	5654
21	CORRECTION TAPE	Correction Tape	2168	0	24	-24	2141

22	CORRECTION TAPE REFILL	Refill of Plus	9335	0	140	-140	9140
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1143	0	48	-48	1092
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1437	0	36	-36	1398
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1573	0	32	-32	1535
30	ENVELOPE EXPANDED	Expanded Envelope	2805	0	165	-165	2640
29	ENVELOPE LONG	Brown Long	12149	0	888	-888	11261
28	ENVELOPE SHORT	Short Brown	19841	0	267	-267	19574
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	130	0	3	-3	127
82	EPSON BLACK INK T6641	Epson T6641	237	0	20	-20	215
83	EPSON INK CYAN T6642	Epson T6642	315	0	5	-5	310
84	EPSON INK MAGENTA T6643	Epson T6643	248	0	6	-6	242
85	EPSON INK YELLOW T6644	Epson T6644	160	0	6	-6	154
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	84	0	5	-5	79
32	FASTENER PLASTIC	Plastic Fastener	1287	0	45	-45	1242

34	FOLDER GREEN	Expanded Folder	11480	0	504	-504	10976
35	FOLDER LONG	White Folder	21104	0	417	-417	20687
36	FOLDER SHORT	Folder White	11420	0	71	-71	11349
112	GLUE	Elmer's Glue 130g	489	0	13	-13	476
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	58	0	4	-4	54
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	66	0	1	-1	65
94	HP INK 704 BLACK	Ink cartridge 704	163	0	1	-1	162
95	HP INK 704 COLORED	Ink cartridge 704	153	0	2	-2	151
90	HP INK 932XL BLACK	Ink cartridge 932XL	850	100	1	+99	949
93	HP INK 933XL CYAN	Ink cartridge 933XL	517	100	0	+100	617
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	521	100	0	+100	621
91	HP INK 933XL YELLOW	Ink cartridge 933XL	517	100	0	+100	617
69	HP TONER 05A	Toner Cartridge CE505A	440	0	38	-38	402
74	HP TONER 125 (CB540A) BLACK	Toner cartridge CB540A	108	0	2	-2	106

73	HP TONER 12A	Toner Cartridge Q2612A	84	0	6	-6	78
78	HP TONER 305 BLACK	Toner cartridge CE410B	12	0	1	-1	11
81	HP TONER 305 CYAN	Toner cartridge CE411C	16	0	1	-1	15
80	HP TONER 305 MAGENTA	Toner cartridge CE413M	18	20	1	+19	37
79	HP TONER 305 YELLOW	Toner cartridge CE412Y	15	0	1	-1	14
70	HP TONER 35A	Toner Cartridge CB435A	55	0	13	-13	42
72	HP TONER 53A	Toner Cartridge Q2653A	46	0	1	-1	45
120	HP TONER 80A	HP Toner Cartridge 80A	70	0	2	-2	68
68	HP TONER 85A	CE285A Toner Cartridge	993	150	81	+69	1062
37	LETTER HEAD	Megaworld Letter Head	148856	0	10401	-10401	138455
119	LOG BOOK	Record Book 500pp	883	0	14	-14	869
111	LOGBOOK	Record book 500 pp	329	0	1	-1	328
41	NEWSPRINT LONG	Groundwood Long	1491	0	94	-94	1397
40	NEWSPRINT SHORT	Groundwood Short	1049	0	106	-106	943
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	459	0	9	-9	450
44	PAPER CLIP BIG	Paper Clip Big	1396	0	20	-20	1374

43	PAPER CLIP SMALL	Paper Clip Small	1337	0	38	-38	1296
45	PENCIL MONGOL	Pencil Mongol	1525	0	49	-49	1476
46	PENTEL PEN BLACK	Pentel Marker	888	0	8	-8	880
48	PENTEL PEN BLUE	Pentel Marker	1062	0	7	-7	1055
51	PENTEL PEN WB RED	Whiteboard Marker	591	0	2	-2	589
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6864	0	66	-66	6798
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4236	0	71	-71	4165
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	1639	0	15	-15	1624
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1432	0	48	-48	1384
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3275	0	60	-60	3215
52	PUNCHER	Puncher	210	0	1	-1	209
54	RUBBER BAND BIG	Rubber Band Big	1284	0	20	-20	1264
53	RUBBER BAND SMALL	Rubber Band Small	714	0	21	-21	688

55	RULER	Ruler	394	0	7	-7	387
56	SCISSOR	Scissor	217	0	3	-3	214
102	STABILO BLUE	Stabilo Highlighter Blue	635	0	9	-9	626
104	STABILO GREEN	Stabilo Highlighter Green	614	0	12	-12	602
57	STABILO ORANGE	Stabilo Orange	616	0	12	-12	603
58	STABILO PINK	Stabilo Pink	862	0	11	-11	869
131	STABILO VIOLET	Stabilo Highlighter Violet	21	0	9	-9	12
103	STABILO YELLOW	Stabilo Highlighter Yellow	770	0	12	-12	756
128	Stamp Pad Ink	Stamp Pad Ink - Red	140	0	3	-3	137
129	Stamp Pad Ink - Black	Stamp Pad Ink	127	0	1	-1	126
100	STAPLE WIRE BIG	Steves Staple Wire	3925	0	61	-61	3864
108	STAPLER #35	Stapler with staple wire remover	273	0	21	-21	252
60	TAPE DISPENSER BIG	Tape Dispenser	147	0	1	-1	146
118	TAPE MASKING 1	Tape Masking 1"	1323	0	54	-54	1268
61	TAPE PACKING 2'	Clear Tape	1955	0	20	-20	1935
62	TAPE SCOTCH 1'	Scotch Tape	3705	0	134	-134	3567
65	TRANSMITTAL SHEET	Transmittal Form	482	0	20	-20	462