## In and Out Report from Mar 1, 2014 to Mar 26, 2014

| ID | Office Supplies  | Description                       | Beginning<br>Balance | In  | Out  | Difference | Balance |
|----|------------------|-----------------------------------|----------------------|-----|------|------------|---------|
| 2  | A2 Bond Paper    | Letter size bond paper            | 0                    | 200 | 100  | +100       | 1100    |
| 7  | A2 Bond Paper    | Legal size bond paper             | 990                  | 111 | 101  | +10        | 1000    |
| 1  | Mongoloid Pencil | HB lead pencil                    | -630                 | 0   | 20   | -20        | 400     |
| 3  | Orion Ruler      | Ruler                             | 1000                 | 10  | 1010 | -1000      | 0       |
| 8  | Panda Ballpen    | Black ballpoint pen               | 450                  | 0   | 45   | -45        | 405     |
| 15 | Pilot Ballpen    | Pilot brand 0.4 tip ballpoint pen | 0                    | 151 | 151  | 0          | 0       |
| 6  | Staedtler Eraser | Eraser                            | 90                   | 10  | 20   | -10        | 180     |
| 4  | Watercolor       | Red color                         | -20                  | 595 | 0    | +595       | 600     |
|    |                  |                                   |                      |     |      |            |         |