

In and Out Report from Mar 17, 2018 to Apr 17, 2018

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Ending Balance	Current Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	477	0	3	-3	474	474
14	ALCOHOL	Rubbing Alcohol	4166	0	279	-279	3887	3887
9	BALLPEN BLACK	Panda Ballpen	1907	0	62	-62	1845	1845
10	BALLPEN BLUE	Panda Ballpen	3109	0	60	-60	3049	3049
11	BALLPEN RED	Panda Ballpen	2255	0	13	-13	2242	2242
12	BATTERY AAA	Energizer Battery	413	0	4	-4	409	409
125	BOND PAPER A4-70 GSM	BOND PAPER A4	199	500	34	+466	665	665
2	BOND PAPER LONG	8.5 X 13	2752	0	266	-266	2486	2486
3	BOND PAPER SHORT	8.5 X 11	4757	0	267	-267	4490	4490
17	CALCULATOR	Casio Calculator	264	0	26	-26	238	238
19	CARBON PAPER LONG	Carbon Paper Long	9522	0	20	-20	9502	9502
18	CARBON PAPER SHORT	Carbon Paper Short	7105	0	20	-20	7085	7085

109	CD-R	CD-R with sleeves	656	0	15	-15	641	641
20	CDRW	Rewritable	1683	0	20	-20	1663	1663
21	CORRECTION TAPE	Correction Tape	3918	0	78	-78	3840	3840
22	CORRECTION TAPE REFILL	Refill of Plus	12870	0	411	-411	12459	12459
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1520	0	145	-145	1375	1375
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1792	0	86	-86	1706	1706
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1915	0	177	-177	1738	1738
27	DVD-RW	Rewritable	1079	0	105	-105	974	974
26	DVDR	Recordable	1590	0	35	-35	1555	1555
30	ENVELOPE EXPANDED	Expanded Envelope	9461	0	516	-516	8945	8945
29	ENVELOPE LONG	Brown Long	12089	0	816	-816	11273	11273
28	ENVELOPE SHORT	Short Brown	21769	0	491	-491	21278	21278
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	119	0	3	-3	116	116
82	EPSON BLACK INK T6641	Epson T6641	452	0	51	-51	401	401
83	EPSON INK CYAN T6642	Epson T6642	261	0	13	-13	248	248

84	EPSON INK MAGENTA T6643	Epson T6643	190	0	15	-15	175	175
85	EPSON INK YELLOW T6644	Epson T6644	100	0	12	-12	88	88
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	65	0	1	-1	64	64
32	FASTENER PLASTIC	Plastic Fastener	1082	0	64	-64	1018	1018
34	FOLDER GREEN	Expanded Folder	14061	0	1131	-1131	12930	12930
35	FOLDER LONG	White Folder	22320	0	983	-983	21337	21337
36	FOLDER SHORT	Folder White	14512	0	147	-147	14365	14365
112	GLUE	Elmer's Glue 130g	917	0	13	-13	904	904
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	36	0	8	-8	28	28
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	45	0	4	-4	41	41
94	HP INK 704 BLACK	Ink cartridge 704	117	50	16	+34	151	151
95	HP INK 704 COLORED	Ink cartridge 704	122	50	15	+35	157	157
90	HP INK 932XL BLACK	Ink cartridge 932XL	884	0	18	-18	866	866

93	HP INK 933XL CYAN	Ink cartridge 933XL	578	0	28	-28	550	550
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	580	0	21	-21	559	559
91	HP INK 933XL YELLOW	Ink cartridge 933XL	573	0	19	-19	554	554
69	HP TONER 05A	Toner Cartridge CE505A	460	0	64	-64	396	396
73	HP TONER 12A	Toner Cartridge Q2612A	56	50	8	+42	98	98
70	HP TONER 35A	Toner Cartridge CB435A	70	0	17	-17	53	53
71	HP TONER 36A	Toner Cartridge CB436A	196	0	1	-1	195	195
120	HP TONER 80A	HP Toner Cartridge 80A	62	0	5	-5	57	57
68	HP TONER 85A	CE285A Toner Cartridge	1094	150	192	-42	1052	1052
38	LETTER ENVELOPE	Megaworld Letter Envelope	20541	0	941	-941	19600	19600
37	LETTER HEAD	Megaworld Letter Head	227249	10000	6540	+3460	230709	230709
119	LOG BOOK	Record Book 500pp	823	0	30	-30	793	793
111	LOGBOOK	Record book 500 pp	288	0	24	-24	264	264
39	MEMO PAD	Memo Pad	1240	0	92	-92	1148	1148
41	NEWSPRINT LONG	Groundwood Long	1761	1000	624	+376	2137	2137
40	NEWSPRINT SHORT	Groundwood Short	1302	500	158	+342	1644	1644

121	OPTICAL MOUSE	A4tech Optical Mouse PS2	435	0	11	-11	424	424
44	PAPER CLIP BIG	Paper Clip Big	1207	0	73	-73	1134	1134
43	PAPER CLIP SMALL	Paper Clip Small	1633	0	87	-87	1546	1546
45	PENCIL MONGOL	Pencil Mongol	1933	0	78	-78	1855	1855
46	PENTEL PEN BLACK	Pentel Marker	1288	0	26	-26	1262	1262
48	PENTEL PEN BLUE	Pentel Marker	1526	0	7	-7	1519	1519
47	PENTEL PEN RED	Pentel Marker Red	960	0	6	-6	954	954
51	PENTEL PEN WB RED	Whiteboard Marker	584	0	13	-13	571	571
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6468	0	135	-135	6333	6333
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4526	0	148	-148	4378	4378
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	1519	0	31	-31	1488	1488
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1918	0	47	-47	1871	1871
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3640	0	36	-36	3604	3604

101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	814	0	7	-7	807	807
52	PUNCHER	Puncher	194	0	1	-1	193	193
54	RUBBER BAND BIG	Rubber Band Big	1214	0	24	-24	1190	1190
53	RUBBER BAND SMALL	Rubber Band Small	614	0	32	-32	582	582
55	RULER	Ruler	361	0	20	-20	341	341
102	STABILO BLUE	Stabilo Highlighter Blue	841	0	23	-23	818	818
104	STABILO GREEN	Stabilo Highlighter Green	804	0	20	-20	784	784
57	STABILO ORANGE	Stabilo Orange	810	0	21	-21	789	1039
58	STABILO PINK	Stabilo Pink	1067	0	29	-29	1038	1038
131	STABILO VIOLET	Stabilo Highlighter Violet	257	0	12	-12	245	245
103	STABILO YELLOW	Stabilo Highlighter Yellow	948	0	31	-31	917	917
128	Stamp Pad Ink	Stamp Pad Ink - Red	134	0	5	-5	129	129
129	Stamp Pad Ink - Black	Stamp Pad Ink	95	0	4	-4	91	91
100	STAPLE WIRE BIG	Steves Staple Wire	5143	0	75	-75	5068	5068
108	STAPLER #35	Stapler with staple wire remover	696	0	38	-38	658	658

60	TAPE DISPENSER BIG	Tape Dispenser	121	0	4	-4	117	117
118	TAPE MASKING 1	Tape Masking 1"	1198	0	27	-27	1171	1171
61	TAPE PACKING 2'	Clear Tape	2293	0	27	-27	2266	2266
62	TAPE SCOTCH 1'	Scotch Tape	4556	0	158	-158	4398	4398
65	TRANSMITTAL SHEET	Transmittal Form	281	0	65	-65	216	216