

In and Out Report from Nov 7, 2017 to Dec 7, 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	3736	0	196	-196	3503
9	BALLPEN BLACK	Panda Ballpen	1655	0	75	-75	1554
10	BALLPEN BLUE	Panda Ballpen	2824	0	74	-74	2741
11	BALLPEN RED	Panda Ballpen	1823	0	23	-23	1798
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	34	-34	241
2	BOND PAPER LONG	8.5 X 13	2394	700	246	+454	2765
3	BOND PAPER SHORT	8.5 X 11	4427	700	279	+421	4789
19	CARBON PAPER LONG	Carbon Paper Long	5655	0	11	-11	5644
21	CORRECTION TAPE	Correction Tape	2168	0	27	-27	2133

22	CORRECTION TAPE REFILL	Refill of Plus	9334	0	166	-166	9072
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1138	0	46	-46	1074
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1432	0	34	-34	1391
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1568	0	42	-42	1507
30	ENVELOPE EXPANDED	Expanded Envelope	2795	0	285	-285	2481
29	ENVELOPE LONG	Brown Long	12134	0	1013	-1013	11050
28	ENVELOPE SHORT	Short Brown	19841	0	317	-317	19394
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	130	0	7	-7	123
82	EPSON BLACK INK T6641	Epson T6641	237	0	23	-23	511
83	EPSON INK CYAN T6642	Epson T6642	315	0	6	-6	306
84	EPSON INK MAGENTA T6643	Epson T6643	248	0	8	-8	237
85	EPSON INK YELLOW T6644	Epson T6644	160	0	8	-8	149
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	84	0	10	-10	74
32	FASTENER PLASTIC	Plastic Fastener	1286	0	55	-55	1222

34	FOLDER GREEN	Expanded Folder	11460	0	584	-584	10761
35	FOLDER LONG	White Folder	21104	0	457	-457	20637
36	FOLDER SHORT	Folder White	11420	0	91	-91	11319
112	GLUE	Elmer's Glue 130g	489	0	18	-18	470
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	58	0	6	-6	51
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	66	0	3	-3	62
94	HP INK 704 BLACK	Ink cartridge 704	163	0	3	-3	160
95	HP INK 704 COLORED	Ink cartridge 704	153	0	3	-3	150
86	HP INK 920XL BLACK	Ink cartridge 920xl	372	0	1	-1	369
89	HP INK 920XL CYAN	Ink Cartridge 920xl	419	0	1	-1	416
88	HP INK 920XL MAGENTA	Ink Cartridge 920xl	521	0	1	-1	518
87	HP INK 920XL YELLOW	Ink Cartridge 920XL	371	0	1	-1	368
90	HP INK 932XL BLACK	Ink cartridge 932XL	850	100	8	+92	931

93	HP INK 933XL CYAN	Ink cartridge 933XL	517	100	4	+96	605
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	521	100	1	+99	610
91	HP INK 933XL YELLOW	Ink cartridge 933XL	517	100	6	+94	602
69	HP TONER 05A	Toner Cartridge CE505A	440	0	39	-39	394
74	HP TONER 125 (CB540A) BLACK	Toner cartridge CB540A	108	0	2	-2	106
73	HP TONER 12A	Toner Cartridge Q2612A	84	0	10	-10	74
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	41
120	HP TONER 80A	HP Toner Cartridge 80A	70	0	2	-2	66
68	HP TONER 85A	CE285A Toner Cartridge	993	150	95	+55	1019
37	LETTER HEAD	Megaworld Letter Head	148856	0	12951	-12951	135905

119	LOG BOOK	Record Book 500pp	883	0	17	-17	865
111	LOGBOOK	Record book 500 pp	329	0	1	-1	324
41	NEWSPRINT LONG	Groundwood Long	1489	0	98	-98	1380
40	NEWSPRINT SHORT	Groundwood Short	1047	0	125	-125	905
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	458	0	8	-8	447
44	PAPER CLIP BIG	Paper Clip Big	1396	0	20	-20	1364
43	PAPER CLIP SMALL	Paper Clip Small	1337	0	40	-40	1287
45	PENCIL MONGOL	Pencil Mongol	1525	0	59	-59	1452
46	PENTEL PEN BLACK	Pentel Marker	888	0	8	-8	878
48	PENTEL PEN BLUE	Pentel Marker	1062	0	8	-8	1054
51	PENTEL PEN WB RED	Whiteboard Marker	591	0	2	-2	589
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6859	0	77	-77	6774
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4226	0	77	-77	4145
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	1639	0	31	-31	1603

7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1422	0	54	-54	1360
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3272	0	72	-72	3183
52	PUNCHER	Puncher	210	0	3	-3	205
54	RUBBER BAND BIG	Rubber Band Big	1284	0	25	-25	1259
53	RUBBER BAND SMALL	Rubber Band Small	714	0	27	-27	672
55	RULER	Ruler	394	0	10	-10	381
56	SCISSOR	Scissor	217	0	6	-6	208
102	STABILO BLUE	Stabilo Highlighter Blue	635	0	12	-12	620
104	STABILO GREEN	Stabilo Highlighter Green	614	0	15	-15	597
57	STABILO ORANGE	Stabilo Orange	616	0	15	-15	599
58	STABILO PINK	Stabilo Pink	862	0	14	-14	861
131	STABILO VIOLET	Stabilo Highlighter Violet	21	0	12	-12	8
103	STABILO YELLOW	Stabilo Highlighter Yellow	770	0	14	-14	749
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	124
100	STAPLE WIRE BIG	Steves Staple Wire	3925	0	71	-71	3849

108	STAPLER #35	Stapler with staple wire remover	273	0	30	-30	241
60	TAPE DISPENSER BIG	Tape Dispenser	147	0	4	-4	139
118	TAPE MASKING 1	Tape Masking 1"	1323	0	56	-56	1261
61	TAPE PACKING 2'	Clear Tape	1955	0	24	-24	1926
62	TAPE SCOTCH 1'	Scotch Tape	3703	0	151	-151	3532
65	TRANSMITTAL SHEET	Transmittal Form	482	0	42	-42	435