

## In and Out Report from Jul 26, 2015 to Aug 26, 2015

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
14	ALCOHOL	Rubbing Alcohol	514	6	194	-188	326
9	BALLPEN BLACK	Panda Ballpen	192	0	73	-73	119
10	BALLPEN BLUE	Panda Ballpen	428	0	42	-42	386
11	BALLPEN RED	Panda Ballpen	687	0	18	-18	669
13	BATTERY AA	Eveready Battery	125	50	0	+50	175
2	BOND PAPER LONG	8.5 X 13	307	300	255	+45	352
3	BOND PAPER SHORT	8.5 X 11	1503	0	176	-176	1327
17	CALCULATOR	Casio Calculator	78	0	6	-6	72
18	CARBON PAPER SHORT	Carbon Paper Short	2889	0	6	-6	2883
16	CBP BOX	File Storage Box	304	0	134	-134	170
20	CDRW	Rewritable	23	600	20	+580	603
21	CORRECTION TAPE	Correction Tape	167	0	46	-46	121
22	CORRECTION TAPE REFILL	Refill of Plus	8737	0	134	-134	8603

23	DOUBLE CLIP 1	Double Clip Size: 1"	29	700	36	+664	693
24	DOUBLE CLIP 2	Double Clip Size: 2"	93	400	8	+392	485
25	DOUBLE CLIP 3/4"	Double Clip Size: 3/4"	444	700	92	+608	1052
27	DVD	Rewritable	25	0	2	-2	23
26	DVDR	Recordable	170	0	5	-5	165
30	ENVELOPE EXPANDED	Expanded Envelope	0	1000	205	+795	795
29	ENVELOPE LONG	Brown Long	9682	0	788	-788	8894
28	ENVELOPE SHORT	Short Brown	12321	0	165	-165	12156
82	EPSON BLACK INK	Epson T6641	129	0	7	-7	122
83	EPSON INK CYAN	Epson T6642	384	0	1	-1	383
84	EPSON INK MAGENTA	Epson T6643	312	0	1	-1	311
85	EPSON INK YELLOW	Epson T6644	232	0	3	-3	229
32	FASTENER PLASTIC	Plastic Fastener	754	0	52	-52	702
33	FAX PAPER	Fax Paper	49	0	5	-5	44
34	FOLDER GREEN	Expanded Folder	1621	0	492	-492	1129
35	FOLDER LONG	White Folder	2813	2070	1772	+298	3111

36	FOLDER SHORT	Folder White	3850	0	67	-67	3783
112	GLUE	Elmer's Glue 130g	0	50	1	+49	49
106	HP INK 21 BLACK	Ink cartridge #21 black	97	0	1	-1	96
107	HP INK 22 TRI-COLOR	Ink cartridge #22 tri-color	98	0	1	-1	97
96	HP INK 703 BLACK	Ink cartridge 703	56	0	2	-2	54
97	HP INK 703 TRI-COLOR	Ink cartridge 703 colored	74	0	2	-2	72
94	HP INK 704 BLACK	Ink cartridge 704	83	0	8	-8	75
95	HP INK 704 COLORED	Ink cartridge 704	35	0	5	-5	30
69	HP TONER 05A	Toner Cartridge CE505A	20	100	72	+28	48
75	HP TONER 125 CYAN	Toner cartridge CB541A	10	0	1	-1	9
76	HP TONER 125 MAGENTA	Toner cartridge CB543A	7	0	1	-1	6
73	HP TONER 12A	Toner Cartridge Q2612A	3	50	4	+46	49
70	HP TONER 35A	Toner Cartridge CB435A	51	0	6	-6	45
71	HP TONER 36A	Toner Cartridge CB436A	112	0	1	-1	111
72	HP TONER 53A	Toner Cartridge Q2653A	47	50	14	+36	83
68	HP TONER 85A	CE285A Toner Cartridge	79	121	103	+18	97

105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	97	0	6	-6	91
38	LETTER ENVELOPE	Megaworld Letter Envelope	31291	0	506	-506	30785
37	LETTER HEAD	Megaworld Letter Head	52347	0	4020	-4020	48327
111	LOGBOOK	Record book 500 pp	0	100	5	+95	95
67	MAGAZINE FILE	Magazine File	104	154	66	+88	192
41	NEWSPRINT LONG	Groundwood Long	161	300	125	+175	336
40	NEWSPRINT SHORT	Groundwood Short	145	300	130	+170	315
42	NOTEBOOK	Steno Notebook	0	200	100	+100	100
110	NOTEBOOK	Steno Notebook	0	200	3	+197	197
44	PAPER CLIP BIG	Paper Clip Big	30	1000	43	+957	987
43	PAPER CLIP SMALL	Paper Clip Small	68	300	7	+293	361
45	PENCIL MONGOL	Pencil Mongol	70	240	41	+199	269
46	PENTEL PEN BLACK	Pentel Marker	204	0	44	-44	160
48	PENTEL PEN BLUE	Pentel Marker	223	0	9	-9	214
47	PENTEL PEN RED	Pentel Marker Red	157	0	2	-2	155

49	PENTEL PEN WB BLACK	Whiteboard Marker	115	0	7	-7	108
50	PENTEL PEN WB BLUE	Whiteboard Marker	70	0	2	-2	68
51	PENTEL PEN WB RED	Whiteboard Marker	260	0	1	-1	259
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	5840	0	123	-123	5717
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	3820	0	128	-128	3692
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	427	0	26	-26	401
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	257	0	34	-34	223
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	700	0	7	-7	693
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	2491	0	70	-70	2421
52	PUNCHER	Puncher	59	0	6	-6	53
53	RUBBER BAND SMALL	Rubber Band Small	135	0	57	-57	78
56	SCISSOR	Scissor	84	0	5	-5	79
102	STABILO BLUE	Stabilo Highlighter Blue	14	200	3	+197	211

104	STABILO GREEN	Stabilo Highlighter Green	15	200	3	+197	212
57	STABILO ORANGE	Stabilo Orange	27	202	4	+198	225
58	STABILO PINK	Stabilo Pink	18	418	219	+199	235
103	STABILO YELLOW	Stabilo Highlighter Yellow	14	200	3	+197	211
59	STAMP PAD INK BLUE	Stamp Pad Ink	120	0	9	-9	111
100	STAPLE WIRE BIG	Steves Staple Wire	1312	0	96	-96	1216
108	STAPLER #35	Stapler with staple wire remover	0	150	11	+139	139
60	TAPE DISPENSER BIG	Tape Dispenser	83	0	1	-1	82
64	TAPE DOUBLE ADHESIVE WITH FOAM	Tape Adhesive w/ Foam	218	0	3	-3	215
63	TAPE DOUBLE ADHESIVE WITHOUT FOAM	Tape Adhesive w/o Foam	230	0	5	-5	225
113	TAPE MASKING	Masking tape 2" Polyline	0	200	10	+190	190
61	TAPE PACKING 2'	Clear Tape	548	0	33	-33	515
62	TAPE SCOTCH 1'	Scotch Tape	93	300	127	+173	266
65	TRANSMITTAL SHEET	Transmittal Form	423	0	9	-9	414
66	TRASH CAN	Trash Can	47	0	6	-6	41