

## In and Out Report from Feb 10, 2015 to Dec 31, 2015

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	0	250	3	+247	246
14	ALCOHOL	Rubbing Alcohol	0	2598	1300	+1298	2013
9	BALLPEN BLACK	Panda Ballpen	0	1104	507	+597	526
10	BALLPEN BLUE	Panda Ballpen	0	3675	2601	+1074	1043
11	BALLPEN RED	Panda Ballpen	0	1324	106	+1218	1203
13	BATTERY AA	Eveready Battery	0	425	17	+408	408
12	BATTERY AAA	Energizer Battery	0	301	14	+287	287
15	BATTERY D	Eveready Battery	0	153	0	+153	153
2	BOND PAPER LONG	8.5 X 13	0	2337	1622	+715	1015
3	BOND PAPER SHORT	8.5 X 11	0	2999	985	+2014	2519
17	CALCULATOR	Casio Calculator	0	81	26	+55	48
19	CARBON PAPER LONG	Carbon Paper Long	0	3500	20	+3480	3449
18	CARBON PAPER SHORT	Carbon Paper Short	0	2900	27	+2873	2863

16	CBP BOX	File Storage Box	0	1976	954	+1022	689
109	CD-R	CD-R with sleeves	0	800	0	+800	969
20	CDRW	Rewritable	0	1623	30	+1593	1593
21	CORRECTION TAPE	Correction Tape	0	269	215	+54	387
22	CORRECTION TAPE REFILL	Refill of Plus	0	9090	591	+8499	8309
23	DOUBLE CLIP 1	Binder Clip Size: 1"	0	1571	394	+1177	1104
24	DOUBLE CLIP 2	Binder Clip Size: 2"	0	1074	265	+809	903
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	0	1920	365	+1555	1485
27	DVD	Rewritable	0	825	20	+805	805
26	DVDR	Recordable	0	1190	45	+1145	1200
30	ENVELOPE EXPANDED	Expanded Envelope	0	1600	1031	+569	2244
29	ENVELOPE LONG	Brown Long	0	10352	2637	+7715	9008
28	ENVELOPE SHORT	Short Brown	0	12431	725	+11706	14454
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	0	150	10	+140	140
82	EPSON BLACK INK T6641	Epson T6641	0	133	49	+84	70
83	EPSON INK CYAN T6642	Epson T6642	0	386	14	+372	367

84	EPSON INK MAGENTA T6643	Epson T6643	0	314	13	+301	296
85	EPSON INK YELLOW T6644	Epson T6644	0	234	16	+218	213
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	0	150	22	+128	103
32	FASTENER PLASTIC	Plastic Fastener	0	1496	324	+1172	975
33	FAX PAPER	Fax Paper	0	250	10	+240	290
34	FOLDER GREEN	Expanded Folder	0	6804	1597	+5207	6182
35	FOLDER LONG	White Folder	0	10525	2988	+7537	7337
36	FOLDER SHORT	Folder White	0	5875	259	+5616	7096
112	GLUE	Elmer's Glue 130g	0	500	109	+391	365
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	0	100	9	+91	90
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	0	100	9	+91	90
106	HP INK 21 BLACK	Ink cartridge #21 black	0	100	6	+94	91
107	HP INK 22 TRI- COLOR	Ink cartridge #22 tri-color	0	100	5	+95	92
98	HP INK 60 BLACK	Ink cartridge 60	0	106	0	+106	105

99	HP INK 60 TRI COLORED	Ink cartridge 60	0	306	0	+306	305
96	HP INK 703 BLACK	Ink cartridge 703	0	56	3	+53	53
97	HP INK 703 TRI- COLOR	Ink cartridge 703 colored	0	74	2	+72	72
94	HP INK 704 BLACK	Ink cartridge 704	0	206	76	+130	105
95	HP INK 704 COLORED	Ink cartridge 704	0	148	39	+109	84
86	HP INK 920XL BLACK	Ink cartridge 920xl	0	375	1	+374	374
89	HP INK 920XL CYAN	Ink Cartridge 920xl	0	421	0	+421	421
88	HP INK 920XL MAGENTA	Ink Cartridge 920xl	0	523	0	+523	523
87	HP INK 920XL YELLOW	Ink Cartridge 920XL	0	373	0	+373	373
90	HP INK 932XL BLACK	Ink cartridge 932XL	0	779	250	+529	529
93	HP INK 933XL CYAN	Ink cartridge 933XL	0	248	0	+248	248
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	0	244	0	+244	244

91	HP INK 933XL YELLOW	Ink cartridge 933XL	0	235	0	+235	235
69	HP TONER 05A	Toner Cartridge CE505A	0	385	324	+61	85
74	HP TONER 125 (CB540A) BLACK	Toner cartridge CB540A	0	109	1	+108	108
75	HP TONER 125 (CB541A) CYAN	Toner cartridge CB541A	0	111	3	+108	108
77	HP TONER 125 (CB542A) YELLOW	Toner cartridge CB542A	0	106	1	+105	105
76	HP TONER 125 (CB543A) MAGENTA	Toner cartridge CB543A	0	107	2	+105	105
73	HP TONER 12A	Toner Cartridge Q2612A	0	62	32	+30	20
78	HP TONER 305 BLACK	Toner cartridge CE410B	0	12	0	+12	12
81	HP TONER 305 CYAN	Toner cartridge CE411C	0	16	0	+16	16
80	HP TONER 305 MAGENTA	Toner cartridge CE413M	0	18	0	+18	18
79	HP TONER 305 YELLOW	Toner cartridge CE412Y	0	15	0	+15	15
70	HP TONER 35A	Toner Cartridge CB435A	0	80	52	+28	19
71	HP TONER 36A	Toner Cartridge CB436A	0	112	1	+111	111

72	HP TONER 53A	Toner Cartridge Q2653A	0	105	42	+63	61
120	HP TONER 80A	HP Toner Cartridge 80A	0	100	8	+92	90
68	HP TONER 85A	CE285A Toner Cartridge	0	849	534	+315	328
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	0	100	17	+83	79
38	LETTER ENVELOPE	Megaworld Letter Envelope	0	36500	6841	+29659	29556
37	LETTER HEAD	Megaworld Letter Head	0	56000	42106	+13894	38894
119	LOG BOOK	Record Book 500pp	0	1000	40	+960	918
111	LOGBOOK	Record book 500 pp	0	100	51	+49	42
67	MAGAZINE FILE	Magazine File	0	496	106	+390	504
39	MEMO PAD	Memo Pad	0	2023	171	+1852	1819
41	NEWSPRINT LONG	Groundwood Long	0	1019	646	+373	560
40	NEWSPRINT SHORT	Groundwood Short	0	986	596	+390	545
110	NOTEBOOK	Steno Notebook	0	1274	51	+1223	1211
42	NOTEBOOK	Steno Notebook	0	600	126	+474	474
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	0	250	6	+244	242
44	PAPER CLIP BIG	Paper Clip Big	0	1100	303	+797	709
43	PAPER CLIP SMALL	Paper Clip Small	0	768	251	+517	414

45	PENCIL MONGOL	Pencil Mongol	0	628	220	+408	580
46	PENTEL PEN BLACK	Pentel Marker	0	403	201	+202	373
48	PENTEL PEN BLUE	Pentel Marker	0	374	23	+351	547
47	PENTEL PEN RED	Pentel Marker Red	0	628	328	+300	498
49	PENTEL PEN WB BLACK	Whiteboard Marker	0	472	56	+416	414
50	PENTEL PEN WB BLUE	Whiteboard Marker	0	423	17	+406	405
51	PENTEL PEN WB RED	Whiteboard Marker	0	610	4	+606	606
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	0	8560	1418	+7142	6941
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	0	4823	568	+4255	4120
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	0	912	170	+742	1764
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	0	736	197	+539	1523
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	0	3602	211	+3391	3597
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	0	700	75	+625	625

52	PUNCHER	Puncher	0	268	28	+240	239
54	RUBBER BAND BIG	Rubber Band Big	0	276	30	+246	1203
53	RUBBER BAND SMALL	Rubber Band Small	0	584	283	+301	907
55	RULER	Ruler	0	265	14	+251	248
56	SCISSOR	Scissor	0	210	45	+165	289
102	STABILO BLUE	Stabilo Highlighter Blue	0	520	54	+466	454
104	STABILO GREEN	Stabilo Highlighter Green	0	520	69	+451	436
57	STABILO ORANGE	Stabilo Orange	0	542	87	+455	434
58	STABILO PINK	Stabilo Pink	0	752	294	+458	643
103	STABILO YELLOW	Stabilo Highlighter Yellow	0	520	95	+425	595
59	STAMP PAD INK BLUE	Stamp Pad Ink	0	127	31	+96	79
100	STAPLE WIRE BIG	Steves Staple Wire	0	2547	548	+1999	1885
108	STAPLER #35	Stapler with staple wire remover	0	400	61	+339	330
60	TAPE DISPENSER BIG	Tape Dispenser	0	88	16	+72	69
64	TAPE DOUBLE ADHESIVE WITH FOAM	Tape Adhesive w/ Foam	0	223	24	+199	196



63	TAPE DOUBLE ADHESIVE WITHOUT FOAM	Tape Adhesive w/o Foam	0	231	21	+210	204
113	TAPE MASKING	Masking tape 2" Polyline	0	200	46	+154	126
118	TAPE MASKING 1"	Tape Masking 1"	0	300	30	+270	730
61	TAPE PACKING 2'	Clear Tape	0	672	636	+36	1465
62	TAPE SCOTCH 1'	Scotch Tape	0	1261	947	+314	1214
65	TRANSMITTAL SHEET	Transmittal Form	0	427	14	+413	398
66	TRASH CAN	Trash Can	0	148	19	+129	129