## Inventory Report as of Jun 6, 2018 - 11:33am

| ID  | Category        | Item Name            | Description                | Quantity | Unit   |
|-----|-----------------|----------------------|----------------------------|----------|--------|
| 122 | Office Supplies | A4TECH KEYBOARD      | Comfortable round keyboard | 472      | piece  |
| 14  | Sanitations     | ALCOHOL              | Rubbing Alcohol            | 3568     | bottle |
| 9   | Office Supplies | BALLPEN BLACK        | Panda Ballpen              | 1686     | piece  |
| 10  | Office Supplies | BALLPEN BLUE         | Panda Ballpen              | 2979     | piece  |
| 11  | Office Supplies | BALLPEN RED          | Panda Ballpen              | 2214     | piece  |
| 13  | Office Supplies | BATTERY AA           | Eveready Battery           | 509      | piece  |
| 12  | Office Supplies | BATTERY AAA          | Energizer Battery          | 399      | piece  |
| 15  | Office Supplies | BATTERY D            | Eveready Battery           | 153      | piece  |
| 125 | Office Supplies | BOND PAPER A4-70 GSM | BOND PAPER A4              | 580      | ream   |
| 2   | Office Supplies | BOND PAPER LONG      | 8.5 X 13                   | 2870     | ream   |
| 3   | Office Supplies | BOND PAPER SHORT     | 8.5 X 11                   | 4876     | ream   |
| 17  | Office Supplies | CALCULATOR           | Casio Calculator           | 216      | piece  |
| 19  | Office Supplies | CARBON PAPER LONG    | Carbon Paper Long          | 9483     | piece  |
| 18  | Office Supplies | CARBON PAPER SHORT   | Carbon Paper Short         | 7075     | piece  |
| 16  | Office Supplies | СВР ВОХ              | File Storage Box           | 949      | piece  |
| 109 | Media Storage   | CD-R                 | CD-R with sleeves          | 610      | piece  |

| 123 | Media Storage   | CD-R                    | CD-RECORDABLE                | 1000  | piece |
|-----|-----------------|-------------------------|------------------------------|-------|-------|
| 20  | Media Storage   | CDRW                    | Rewritable                   | 1528  | piece |
| 124 | Office Supplies | COPY PAPER A4           | COPY PAPER A4 8.25X11.75     | 0     | ream  |
| 21  | Office Supplies | CORRECTION TAPE         | Correction Tape              | 3783  | piece |
| 22  | Office Supplies | CORRECTION TAPE REFILL  | Refill of Plus               | 12069 | piece |
| 126 | Office Supplies | Desk Tray 2 Layer       | Desk Tray 2 Layer            | 110   | piece |
| 23  | Office Supplies | DOUBLE CLIP 1           | Binder Clip Size: 1"         | 1182  | box   |
| 24  | Office Supplies | DOUBLE CLIP 2           | Binder Clip Size: 2"         | 1595  | box   |
| 25  | Office Supplies | DOUBLE CLIP 3/4         | Binder Clip Size: 3/4"       | 1580  | box   |
| 27  | Media Storage   | DVD-RW                  | Rewritable                   | 944   | piece |
| 26  | Media Storage   | DVDR                    | Recordable                   | 1540  | piece |
| 30  | Office Supplies | ENVELOPE EXPANDED       | Expanded Envelope            | 8504  | piece |
| 29  | Office Supplies | ENVELOPE LONG           | Brown Long                   | 10342 | piece |
| 28  | Office Supplies | ENVELOPE SHORT          | Short Brown                  | 20486 | piece |
| 116 | Office Supplies | EPSON 8750 RIBBON BLACK | Epson Ribbon LX800/300/FX870 | 107   | box   |
| 82  | Office Supplies | EPSON BLACK INK T6641   | Epson T6641                  | 296   | piece |
| 83  | Office Supplies | EPSON INK CYAN T6642    | Epson T6642                  | 221   | piece |
| 84  | Office Supplies | EPSON INK MAGENTA T6643 | Epson T6643                  | 136   | piece |
| 85  | Office Supplies | EPSON INK YELLOW T6644  | Epson T6644                  | 69    | piece |

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|-----|-----------------|-----------------------------------|-------------------------------|-------|--------|
| 117 | Office Supplies | EPSON S015632 RIBBON LX310        | Epson Ribbon LX310            | 64    | box    |
| 31  | Office Supplies | FASTENER METAL                    | Metal Fastener                | 0     | box    |
| 32  | Office Supplies | FASTENER PLASTIC                  | Plastic Fastener              | 967   | box    |
| 33  | Office Supplies | FAX PAPER                         | Fax Paper                     | 273   | piece  |
| 127 | Office Supplies | File Tray                         | Desk Tray 3 Layers            | 26    | piece  |
| 34  | Office Supplies | FOLDER GREEN                      | Expanded Folder               | 11453 | piece  |
| 35  | Office Supplies | FOLDER LONG                       | White Folder                  | 20455 | piece  |
| 36  | Office Supplies | FOLDER SHORT                      | Folder White                  | 14143 | piece  |
| 112 | Office Supplies | GLUE                              | Elmer's Glue 130g             | 886   | bottle |
| 133 | Office Supplies | HP 19A TONER                      | HP CF219A 19A TONER CARTRIDGE | 0     | piece  |
| 114 | Office Supplies | HP 678 BLACK INK CARTRIDGE        | ink cartridge 678 (black)     | 163   | piece  |
| 115 | Office Supplies | HP 678 TRI COLOR INK<br>CARTRIDGE | ink cartridge 678 (tri color) | 178   | piece  |
| 106 | Office Supplies | HP INK 21 BLACK                   | Ink cartridge #21 black       | 66    | piece  |
| 107 | Office Supplies | HP INK 22 TRI-COLOR               | Ink cartridge #22 tri-color   | 74    | piece  |
| 98  | Office Supplies | HP INK 60 BLACK                   | Ink cartridge 60              | 91    | piece  |
| 99  | Office Supplies | HP INK 60 TRI COLORED             | Ink cartridge 60              | 292   | piece  |
| 96  | Office Supplies | HP INK 703 BLACK                  | Ink cartridge 703             | 51    | piece  |
| 97  | Office Supplies | HP INK 703 TRI-COLOR              | Ink cartridge 703 colored     | 66    | piece  |
| 94  | Office Supplies | HP INK 704 BLACK                  | Ink cartridge 704             | 133   | piece  |

| 95 | Office Supplies | HP INK 704 COLORED               | Ink cartridge 704      | 148 | piece |
|----|-----------------|----------------------------------|------------------------|-----|-------|
| 86 | Office Supplies | HP INK 920XL BLACK               | Ink cartridge 920xl    | 360 | piece |
| 89 | Office Supplies | HP INK 920XL CYAN                | Ink Cartridge 920xl    | 412 | piece |
| 88 | Office Supplies | HP INK 920XL MAGENTA             | Ink Cartridge 920xl    | 514 | piece |
| 87 | Office Supplies | HP INK 920XL YELLOW              | Ink Cartridge 920XL    | 364 | piece |
| 90 | Office Supplies | HP INK 932XL BLACK               | Ink cartridge 932XL    | 847 | piece |
| 93 | Office Supplies | HP INK 933XL CYAN                | Ink cartridge 933XL    | 532 | piece |
| 92 | Office Supplies | HP INK 933XL MAGENTA             | Ink cartridge 933XL    | 541 | piece |
| 91 | Office Supplies | HP INK 933XL YELLOW              | Ink cartridge 933XL    | 536 | piece |
| 69 | Office Supplies | HP TONER 05A                     | Toner Cartridge CE505A | 347 | piece |
| 74 | Office Supplies | HP TONER 125 (CB540A) BLACK      | Toner cartridge CB540A | 106 | piece |
| 75 | Office Supplies | HP TONER 125 (CB541A) CYAN       | Toner cartridge CB541A | 108 | piece |
| 77 | Office Supplies | HP TONER 125 (CB542A)<br>YELLOW  | Toner cartridge CB542A | 105 | piece |
| 76 | Office Supplies | HP TONER 125 (CB543A)<br>MAGENTA | Toner cartridge CB543A | 105 | piece |
| 73 | Office Supplies | HP TONER 12A                     | Toner Cartridge Q2612A | 86  | piece |
| 78 | Office Supplies | HP TONER 305 BLACK               | Toner cartridge CE410B | 11  | piece |
| 81 | Office Supplies | HP TONER 305 CYAN                | Toner cartridge CE411C | 15  | piece |
| 80 | Office Supplies | HP TONER 305 MAGENTA             | Toner cartridge CE413M | 37  | piece |

| 70  | 0111 0 11       | LID TONED OOF VELLOW       | T 05440V                  | 4.4    |       |
|-----|-----------------|----------------------------|---------------------------|--------|-------|
| 79  | Office Supplies | HP TONER 305 YELLOW        | Toner cartridge CE412Y    | 14     | piece |
| 70  | Office Supplies | HP TONER 35A               | Toner Cartridge CB435A    | 40     | piece |
| 71  | Office Supplies | HP TONER 36A               | Toner Cartridge CB436A    | 191    | piece |
| 72  | Office Supplies | HP TONER 53A               | Toner Cartridge Q2653A    | 35     | piece |
| 120 | Office Supplies | HP TONER 80A               | HP Toner Cartridge 80A    | 57     | piece |
| 68  | Office Supplies | HP TONER 85A               | CE285A Toner Cartridge    | 1067   | piece |
| 105 | Office Supplies | HP TONER CARTRIDGE 78A     | HP toner cartridge CE278A | 46     | piece |
| 38  | Office Supplies | LETTER ENVELOPE            | Megaworld Letter Envelope | 19957  | piece |
| 37  | Office Supplies | LETTER HEAD                | Megaworld Letter Head     | 215459 | piece |
| 119 | Office Supplies | LOG BOOK                   | Record Book 500pp         | 762    | pad   |
| 111 | Office Supplies | LOGBOOK                    | Record book 500 pp        | 243    | pad   |
| 67  | Office Supplies | MAGAZINE FILE              | Magazine File             | 792    | piece |
| 39  | Office Supplies | MEMO PAD                   | Memo Pad                  | 1036   | piece |
| 130 | Office Supplies | METAL FILE TRAY - 3 LAYERS | file tray 3's             | 19     | piece |
| 41  | Office Supplies | NEWSPRINT LONG             | Groundwood Long           | 2124   | ream  |
| 40  | Office Supplies | NEWSPRINT SHORT            | Groundwood Short          | 1583   | ream  |
| 42  | Office Supplies | NOTEBOOK                   | Steno Notebook            | 450    | pad   |
| 110 | Office Supplies | NOTEBOOK                   | Steno Notebook            | 1682   | pad   |
| 121 | Office Supplies | OPTICAL MOUSE              | A4tech Optical Mouse PS2  | 417    | piece |

| 44  | Office Supplies | PAPER CLIP BIG             | Paper Clip Big      | 1580 | box   |
|-----|-----------------|----------------------------|---------------------|------|-------|
| 43  | Office Supplies | PAPER CLIP SMALL           | Paper Clip Small    | 1479 | box   |
| 45  | Office Supplies | PENCIL MONGOL              | Pencil Mongol       | 1773 | piece |
| 46  | Office Supplies | PENTEL PEN BLACK           | Pentel Marker       | 1238 | piece |
| 48  | Office Supplies | PENTEL PEN BLUE            | Pentel Marker       | 1505 | piece |
| 47  | Office Supplies | PENTEL PEN RED             | Pentel Marker Red   | 948  | piece |
| 49  | Office Supplies | PENTEL PEN WB BLACK        | Whiteboard Marker   | 341  | piece |
| 50  | Office Supplies | PENTEL PEN WB BLUE         | Whiteboard Marker   | 370  | piece |
| 51  | Office Supplies | PENTEL PEN WB RED          | Whiteboard Marker   | 568  | piece |
| 4   | Office Supplies | PILOT BX-V5 SIGNPEN BLACK  | V5 HI-TECHPOINT 0.5 | 6146 | piece |
| 5   | Office Supplies | PILOT BX-V5 SIGNPEN BLUE   | V5 HI-TECHPOINT 0.5 | 4210 | piece |
| 6   | Office Supplies | PILOT BX-V5 SIGNPEN GREEN  | V5 HI-TECHPOINT 0.5 | 2048 | piece |
| 7   | Office Supplies | PILOT BX-V5 SIGNPEN PURPLE | V5 HI-TECHPOINT 0.5 | 1818 | piece |
| 8   | Office Supplies | PILOT BX-V5 SIGNPEN RED    | V5 HI-TECHPOINT 0.5 | 3518 | piece |
| 101 | Office Supplies | PILOT BX-V5 SIGNPEN RED    | V5 Hi-Techpoint 0.5 | 797  | piece |
| 52  | Office Supplies | PUNCHER                    | Puncher             | 191  | piece |
| 54  | Office Supplies | RUBBER BAND BIG            | Rubber Band Big     | 1181 | box   |
| 53  | Office Supplies | RUBBER BAND SMALL          | Rubber Band Small   | 561  | box   |
| 55  | Office Supplies | RULER                      | Ruler               | 328  | piece |

| 56  | Office Supplies | SCISSOR                              | Scissor                          | 201  | piece  |
|-----|-----------------|--------------------------------------|----------------------------------|------|--------|
| 102 | Office Supplies | STABILO BLUE                         | Stabilo Highlighter Blue         | 799  | piece  |
| 104 | Office Supplies | STABILO GREEN                        | Stabilo Highlighter Green        | 769  | piece  |
| 57  | Office Supplies | STABILO ORANGE                       | Stabilo Orange                   | 1025 | piece  |
| 58  | Office Supplies | STABILO PINK                         | Stabilo Pink                     | 1026 | piece  |
| 131 | Office Supplies | STABILO VIOLET                       | Stabilo Highlighter Violet       | 235  | piece  |
| 103 | Office Supplies | STABILO YELLOW                       | Stabilo Highlighter Yellow       | 885  | piece  |
| 128 | Office Supplies | Stamp Pad Ink                        | Stamp Pad Ink - Red              | 123  | bottle |
| 129 | Office Supplies | Stamp Pad Ink - Black                | Stamp Pad Ink                    | 83   | bottle |
| 59  | Office Supplies | STAMP PAD INK BLUE                   | Stamp Pad Ink                    | 49   | bottle |
| 100 | Office Supplies | STAPLE WIRE BIG                      | Steves Staple Wire               | 4957 | box    |
| 108 | Office Supplies | STAPLER #35                          | Stapler with staple wire remover | 634  | piece  |
| 132 | Office Supplies | STICKER PAPER A4                     | STICKER PAPER MATTE A4 WHITE     | 95   | piece  |
| 60  | Office Supplies | TAPE DISPENSER BIG                   | Tape Dispenser                   | 111  | piece  |
| 64  | Office Supplies | TAPE DOUBLE ADHESIVE<br>WITH FOAM    | Tape Adhesive w/ Foam            | 196  | roll   |
| 63  | Office Supplies | TAPE DOUBLE ADHESIVE<br>WITHOUT FOAM | Tape Adhesive w/o Foam           | 204  | roll   |
| 113 | Office Supplies | TAPE MASKING                         | Masking tape 2" Polyline         | 101  | roll   |
| 118 | Office Supplies | TAPE MASKING 1                       | Tape Masking 1"                  | 1137 | roll   |

| 61 | Office Supplies | TAPE PACKING 2'   | Clear Tape       | 2242 | roll  |
|----|-----------------|-------------------|------------------|------|-------|
| 62 | Office Supplies | TAPE SCOTCH 1'    | Scotch Tape      | 4243 | roll  |
| 65 | Office Supplies | TRANSMITTAL SHEET | Transmittal Form | 1538 | pad   |
| 66 | Office Supplies | TRASH CAN         | Trash Can        | 122  | piece |