

In and Out Report for a month of Dec 9, 2016 to Jan 9, 2017

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Quantity
14	ALCOHOL	Rubbing Alcohol	2411	0	56	-56	2361
9	BALLPEN BLACK	Panda Ballpen	917	0	40	-40	886
10	BALLPEN BLUE	Panda Ballpen	1441	0	13	-13	1430
11	BALLPEN RED	Panda Ballpen	1648	0	1	-1	1647
2	BOND PAPER LONG	8.5 X 13	1096	0	39	-39	1060
3	BOND PAPER SHORT	8.5 X 11	2912	0	33	-33	2879
22	CORRECTION TAPE REFILL	Refill of Plus	7958	0	38	-38	7928
23	DOUBLE CLIP 1	Binder Clip Size: 1"	983	0	9	-9	974
26	DVDR	Recordable	1180	0	40	-40	1140
30	ENVELOPE EXPANDED	Expanded Envelope	2756	0	60	-60	2696
29	ENVELOPE LONG	Brown Long	10008	0	75	-75	9933
28	ENVELOPE SHORT	Short Brown	14713	0	140	-140	14573

82	EPSON BLACK INK T6641	Epson T6641	101	0	16	-16	88
83	EPSON INK CYAN T6642	Epson T6642	347	0	4	-4	343
84	EPSON INK MAGENTA T6643	Epson T6643	277	0	4	-4	273
85	EPSON INK YELLOW T6644	Epson T6644	193	0	4	-4	189
35	FOLDER LONG	White Folder	10904	0	100	-100	10804
36	FOLDER SHORT	Folder White	6897	0	55	-55	6842
112	GLUE	Elmer's Glue 130g	322	0	2	-2	320
69	HP TONER 05A	Toner Cartridge CE505A	214	0	11	-11	203
68	HP TONER 85A	CE285A Toner Cartridge	488	151	41	+110	598
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	69	0	3	-3	66
38	LETTER ENVELOPE	Megaworld Letter Envelope	26416	0	90	-90	26326
37	LETTER HEAD	Megaworld Letter Head	139241	0	2002	-2002	137241
39	MEMO PAD	Memo Pad	1719	0	15	-15	1706
41	NEWSPRINT LONG	Groundwood Long	1009	0	32	-32	977
40	NEWSPRINT SHORT	Groundwood Short	761	0	52	-52	709

110	NOTEBOOK	Steno Notebook	1164	0	3	-3	1163
44	PAPER CLIP BIG	Paper Clip Big	606	0	5	-5	601
43	PAPER CLIP SMALL	Paper Clip Small	551	0	3	-3	549
49	PENTEL PEN WB BLACK	Whiteboard Marker	389	0	5	-5	384
50	PENTEL PEN WB BLUE	Whiteboard Marker	400	0	5	-5	395
55	RULER	Ruler	228	0	3	-3	227
56	SCISSOR	Scissor	268	0	2	-2	266
104	STABILO GREEN	Stabilo Highlighter Green	665	0	1	-1	664
103	STABILO YELLOW	Stabilo Highlighter Yellow	859	0	2	-2	857
59	STAMP PAD INK BLUE	Stamp Pad Ink	64	0	1	-1	63
61	TAPE PACKING 2'	Clear Tape	1325	0	15	-15	1310