

## In and Out Report from Mar 20, 2015 to Apr 20, 2016

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	0	250	4	+246	246
14	ALCOHOL	Rubbing Alcohol	0	3606	1593	+2013	2013
9	BALLPEN BLACK	Panda Ballpen	0	1104	578	+526	526
10	BALLPEN BLUE	Panda Ballpen	0	3675	2632	+1043	1043
11	BALLPEN RED	Panda Ballpen	0	1324	127	+1197	1197
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	3137	2231	+906	906
3	BOND PAPER SHORT	8.5 X 11	0	3799	1290	+2509	2509
17	CALCULATOR	Casio Calculator	0	81	33	+48	48
19	CARBON PAPER LONG	Carbon Paper Long	0	3500	51	+3449	3449
18	CARBON PAPER SHORT	Carbon Paper Short	0	2900	37	+2863	2863

16	CBP BOX	File Storage Box	0	2226	1537	+689	689
109	CD-R	CD-R with sleeves	0	1000	31	+969	969
20	CDRW	Rewritable	0	1623	30	+1593	1593
21	CORRECTION TAPE	Correction Tape	0	619	248	+371	371
22	CORRECTION TAPE REFILL	Refill of Plus	0	9090	873	+8217	8217
23	DOUBLE CLIP 1	Binder Clip Size: 1"	0	1571	478	+1093	1093
24	DOUBLE CLIP 2	Binder Clip Size: 2"	0	1224	340	+884	884
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	0	1920	455	+1465	1465
27	DVD	Rewritable	0	825	20	+805	805
26	DVDR	Recordable	0	1290	95	+1195	1195
30	ENVELOPE EXPANDED	Expanded Envelope	0	3600	1462	+2138	2138
29	ENVELOPE LONG	Brown Long	0	13352	4375	+8977	8977
28	ENVELOPE SHORT	Short Brown	0	15431	1008	+14423	14423
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	0	150	10	+140	140
82	EPSON BLACK INK T6641	Epson T6641	0	133	67	+66	66
83	EPSON INK CYAN T6642	Epson T6642	0	386	21	+365	365

84	EPSON INK MAGENTA T6643	Epson T6643	0	314	20	+294	294
85	EPSON INK YELLOW T6644	Epson T6644	0	234	23	+211	211
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	0	150	47	+103	103
32	FASTENER PLASTIC	Plastic Fastener	0	1496	540	+956	956
33	FAX PAPER	Fax Paper	0	300	10	+290	290
34	FOLDER GREEN	Expanded Folder	0	8369	2187	+6182	6182
35	FOLDER LONG	White Folder	0	10525	3188	+7337	7337
36	FOLDER SHORT	Folder White	0	7375	299	+7076	7076
112	GLUE	Elmer's Glue 130g	0	500	141	+359	359
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	0	100	10	+90	90
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	0	100	10	+90	90
106	HP INK 21 BLACK	Ink cartridge #21 black	0	100	10	+90	90
107	HP INK 22 TRI- COLOR	Ink cartridge #22 tri-color	0	100	9	+91	91
98	HP INK 60 BLACK	Ink cartridge 60	0	106	2	+104	104

99	HP INK 60 TRI COLORED	Ink cartridge 60	0	306	2	+304	304
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	104	+102	102
95	HP INK 704 COLORED	Ink cartridge 704	0	148	67	+81	81
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	535	439	+96	96
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	93	44	+49	49
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	63	+17	17
71	HP TONER 36A	Toner Cartridge CB436A	0	112	1	+111	111

72	HP TONER 53A	Toner Cartridge Q2653A	0	105	46	+59	59
120	HP TONER 80A	HP Toner Cartridge 80A	0	100	12	+88	88
68	HP TONER 85A	CE285A Toner Cartridge	0	1049	721	+328	328
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	0	100	23	+77	77
38	LETTER ENVELOPE	Megaworld Letter Envelope	0	36500	7454	+29046	29046
37	LETTER HEAD	Megaworld Letter Head	0	91000	52306	+38694	38694
119	LOG BOOK	Record Book 500pp	0	1000	103	+897	897
111	LOGBOOK	Record book 500 pp	0	100	58	+42	42
67	MAGAZINE FILE	Magazine File	0	700	196	+504	504
39	MEMO PAD	Memo Pad	0	2023	214	+1809	1809
41	NEWSPRINT LONG	Groundwood Long	0	1344	828	+516	516
40	NEWSPRINT SHORT	Groundwood Short	0	1311	797	+514	514
110	NOTEBOOK	Steno Notebook	0	1274	75	+1199	1199
42	NOTEBOOK	Steno Notebook	0	600	126	+474	474
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	0	250	10	+240	240
44	PAPER CLIP BIG	Paper Clip Big	0	1100	404	+696	696
43	PAPER CLIP SMALL	Paper Clip Small	0	768	360	+408	408

45	PENCIL MONGOL	Pencil Mongol	0	832	265	+567	567
46	PENTEL PEN BLACK	Pentel Marker	0	603	243	+360	360
48	PENTEL PEN BLUE	Pentel Marker	0	574	27	+547	547
47	PENTEL PEN RED	Pentel Marker Red	0	828	330	+498	498
49	PENTEL PEN WB BLACK	Whiteboard Marker	0	472	60	+412	412
50	PENTEL PEN WB BLUE	Whiteboard Marker	0	423	18	+405	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	1659	+6901	6901
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	0	4823	741	+4082	4082
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	0	1980	217	+1763	1763
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	0	1804	287	+1517	1517
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	0	700	75	+625	625
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	0	3870	304	+3566	3566

52	PUNCHER	Puncher	0	268	29	+239	239
54	RUBBER BAND BIG	Rubber Band Big	0	1240	50	+1190	1190
53	RUBBER BAND SMALL	Rubber Band Small	0	1228	321	+907	907
55	RULER	Ruler	0	265	18	+247	247
56	SCISSOR	Scissor	0	340	55	+285	285
102	STABILO BLUE	Stabilo Highlighter Blue	0	520	71	+449	449
104	STABILO GREEN	Stabilo Highlighter Green	0	520	89	+431	431
57	STABILO ORANGE	Stabilo Orange	0	542	115	+427	427
58	STABILO PINK	Stabilo Pink	0	952	335	+617	635
103	STABILO YELLOW	Stabilo Highlighter Yellow	0	720	131	+589	589
59	STAMP PAD INK BLUE	Stamp Pad Ink	0	127	48	+79	79
100	STAPLE WIRE BIG	Steves Staple Wire	0	2547	684	+1863	1863
108	STAPLER #35	Stapler with staple wire remover	0	400	75	+325	325
60	TAPE DISPENSER BIG	Tape Dispenser	0	88	20	+68	68
64	TAPE DOUBLE ADHESIVE WITH FOAM	Tape Adhesive w/ Foam	0	223	27	+196	196



63	TAPE DOUBLE ADHESIVE WITHOUT FOAM	Tape Adhesive w/o Foam	0	231	27	+204	204
113	TAPE MASKING	Masking tape 2" Polyline	0	200	74	+126	126
118	TAPE MASKING 1"	Tape Masking 1"	0	800	85	+715	715
61	TAPE PACKING 2'	Clear Tape	0	2172	779	+1393	1393
62	TAPE SCOTCH 1'	Scotch Tape	0	2385	1171	+1214	1214
65	TRANSMITTAL SHEET	Transmittal Form	0	427	29	+398	398
66	TRASH CAN	Trash Can	0	148	19	+129	129