

In and Out Report from Jan 4, 2016 to Nov 26, 2016

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	247	0	4	-4	243
14	ALCOHOL	Rubbing Alcohol	1298	2016	872	+1144	2442
9	BALLPEN BLACK	Panda Ballpen	597	0	71	-71	526
10	BALLPEN BLUE	Panda Ballpen	1074	0	31	-31	1043
11	BALLPEN RED	Panda Ballpen	1218	100	70	+30	1248
2	BOND PAPER LONG	8.5 X 13	715	1501	1099	+402	1117
3	BOND PAPER SHORT	8.5 X 11	2014	1450	542	+908	2922
17	CALCULATOR	Casio Calculator	55	0	7	-7	48
19	CARBON PAPER LONG	Carbon Paper Long	3480	0	31	-31	3449
18	CARBON PAPER SHORT	Carbon Paper Short	2873	0	10	-10	2863
16	CBP BOX	File Storage Box	1022	250	583	-333	689
109	CD-R	CD-R with sleeves	800	200	134	+66	866

21	CORRECTION TAPE	Correction Tape	54	350	74	+276	330
22	CORRECTION TAPE REFILL	Refill of Plus	8499	200	710	-510	7989
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1177	0	188	-188	989
24	DOUBLE CLIP 2	Binder Clip Size: 2"	809	270	159	+111	920
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1555	0	93	-93	1462
27	DVD	Rewritable	805	0	15	-15	790
26	DVDR	Recordable	1145	100	65	+35	1180
30	ENVELOPE EXPANDED	Expanded Envelope	569	3000	813	+2187	2756
29	ENVELOPE LONG	Brown Long	7715	4500	2192	+2308	10023
28	ENVELOPE SHORT	Short Brown	11706	3500	478	+3022	14728
82	EPSON BLACK INK T6641	Epson T6641	84	0	27	-27	107
83	EPSON INK CYAN T6642	Epson T6642	372	0	22	-22	350
84	EPSON INK MAGENTA T6643	Epson T6643	301	0	22	-22	279
85	EPSON INK YELLOW T6644	Epson T6644	218	0	22	-22	196

117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	128	0	25	-25	103
32	FASTENER PLASTIC	Plastic Fastener	1172	0	277	-277	895
33	FAX PAPER	Fax Paper	240	50	13	+37	277
34	FOLDER GREEN	Expanded Folder	5207	2765	635	+2130	7337
35	FOLDER LONG	White Folder	7537	0	633	-633	6904
36	FOLDER SHORT	Folder White	5616	1500	169	+1331	6947
112	GLUE	Elmer's Glue 130g	391	0	69	-69	322
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	91	0	7	-7	84
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	91	0	5	-5	86
106	HP INK 21 BLACK	Ink cartridge #21 black	94	0	5	-5	89
107	HP INK 22 TRI- COLOR	Ink cartridge #22 tri-color	95	0	5	-5	90
98	HP INK 60 BLACK	Ink cartridge 60	106	0	3	-3	103
99	HP INK 60 TRI COLORED	Ink cartridge 60	306	0	3	-3	303
94	HP INK 704 BLACK	Ink cartridge 704	130	0	39	-39	191

95	HP INK 704 COLORED	Ink cartridge 704	109	0	36	-36	173
90	HP INK 932XL BLACK	Ink cartridge 932XL	529	0	2	-2	527
93	HP INK 933XL CYAN	Ink cartridge 933XL	248	0	2	-2	246
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	244	0	2	-2	242
91	HP INK 933XL YELLOW	Ink cartridge 933XL	235	0	2	-2	233
69	HP TONER 05A	Toner Cartridge CE505A	61	405	246	+159	220
73	HP TONER 12A	Toner Cartridge Q2612A	30	81	30	+51	81
70	HP TONER 35A	Toner Cartridge CB435A	28	30	27	+3	31
71	HP TONER 36A	Toner Cartridge CB436A	111	0	1	-1	110
72	HP TONER 53A	Toner Cartridge Q2653A	63	0	10	-10	53
120	HP TONER 80A	HP Toner Cartridge 80A	92	0	17	-17	75
68	HP TONER 85A	CE285A Toner Cartridge	315	551	362	+189	504
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	83	0	14	-14	69
38	LETTER ENVELOPE	Megaworld Letter Envelope	29659	0	3233	-3233	26426
37	LETTER HEAD	Megaworld Letter Head	13894	150001	23652	+126349	140243
119	LOG BOOK	Record Book 500pp	960	0	111	-111	849

111	LOGBOOK	Record book 500 pp	49	30	7	+23	72
67	MAGAZINE FILE	Magazine File	390	254	106	+148	538
39	MEMO PAD	Memo Pad	1852	0	126	-126	1726
41	NEWSPRINT LONG	Groundwood Long	373	750	366	+384	757
40	NEWSPRINT SHORT	Groundwood Short	390	565	400	+165	555
110	NOTEBOOK	Steno Notebook	1223	0	56	-56	1167
42	NOTEBOOK	Steno Notebook	474	0	24	-24	450
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	244	0	13	-13	231
44	PAPER CLIP BIG	Paper Clip Big	797	0	187	-187	610
43	PAPER CLIP SMALL	Paper Clip Small	517	200	162	+38	555
45	PENCIL MONGOL	Pencil Mongol	408	204	124	+80	488
46	PENTEL PEN BLACK	Pentel Marker	202	200	56	+144	346
48	PENTEL PEN BLUE	Pentel Marker	351	200	4	+196	547
47	PENTEL PEN RED	Pentel Marker Red	300	200	2	+198	498
49	PENTEL PEN WB BLACK	Whiteboard Marker	416	0	27	-27	389
50	PENTEL PEN WB BLUE	Whiteboard Marker	406	0	6	-6	400

51	PENTEL PEN WB RED	Whiteboard Marker	606	0	3	-3	603
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	7142	0	481	-481	6661
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4255	0	377	-377	3878
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	742	1068	140	+928	1670
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	539	1068	157	+911	1450
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3391	268	209	+59	3450
52	PUNCHER	Puncher	240	0	9	-9	231
54	RUBBER BAND BIG	Rubber Band Big	246	964	25	+939	1185
53	RUBBER BAND SMALL	Rubber Band Small	301	644	76	+568	869
55	RULER	Ruler	251	0	21	-21	230
56	SCISSOR	Scissor	165	130	27	+103	268
102	STABILO BLUE	Stabilo Highlighter Blue	466	250	31	+219	685
104	STABILO GREEN	Stabilo Highlighter Green	451	250	36	+214	665
57	STABILO ORANGE	Stabilo Orange	455	250	41	+209	664

58	STABILO PINK	Stabilo Pink	458	500	58	+442	918
103	STABILO YELLOW	Stabilo Highlighter Yellow	425	500	64	+436	861
59	STAMP PAD INK BLUE	Stamp Pad Ink	96	0	31	-31	65
100	STAPLE WIRE BIG	Steves Staple Wire	1999	0	252	-252	1747
108	STAPLER #35	Stapler with staple wire remover	339	0	27	-27	312
60	TAPE DISPENSER BIG	Tape Dispenser	72	6	11	-5	67
64	TAPE DOUBLE ADHESIVE WITH FOAM	Tape Adhesive w/ Foam	199	0	3	-3	196
63	TAPE DOUBLE ADHESIVE WITHOUT FOAM	Tape Adhesive w/o Foam	210	0	6	-6	204
113	TAPE MASKING	Masking tape 2" Polyline	154	0	33	-33	121
118	TAPE MASKING 1"	Tape Masking 1"	270	500	67	+433	703
61	TAPE PACKING 2'	Clear Tape	36	1500	209	+1291	1327
62	TAPE SCOTCH 1'	Scotch Tape	314	1220	431	+789	1103
65	TRANSMITTAL SHEET	Transmittal Form	413	0	39	-39	374
66	TRASH CAN	Trash Can	129	0	7	-7	122