

In and Out Report from Jun 27, 2015 to Jul 27, 2015

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
14	ALCOHOL	Rubbing Alcohol	359	396	241	+155	514
9	BALLPEN BLACK	Panda Ballpen	261	0	69	-69	192
10	BALLPEN BLUE	Panda Ballpen	462	0	34	-34	428
11	BALLPEN RED	Panda Ballpen	724	0	37	-37	687
12	BATTERY AAA	Energizer Battery	301	0	10	-10	291
2	BOND PAPER LONG	8.5 X 13	582	0	275	-275	307
3	BOND PAPER SHORT	8.5 X 11	1674	0	171	-171	1503
17	CALCULATOR	Casio Calculator	80	0	2	-2	78
18	CARBON PAPER SHORT	Carbon Paper Short	2900	0	11	-11	2889
16	CBP BOX	File Storage Box	275	201	172	+29	304
21	CORRECTION TAPE	Correction Tape	194	0	27	-27	167
22	CORRECTION TAPE REFILL	Refill of Plus	8848	0	111	-111	8737
23	DOUBLE CLIP 1	Double Clip Size: 1"	45	50	66	-16	29

24	DOUBLE CLIP 2	Double Clip Size: 2"	5	100	12	+88	93
25	DOUBLE CLIP 3/4"	Double Clip Size: 3/4"	101	400	57	+343	444
26	DVDR	Recordable	190	0	20	-20	170
29	ENVELOPE LONG	Brown Long	9812	0	130	-130	9682
28	ENVELOPE SHORT	Short Brown	12431	0	110	-110	12321
82	EPSON BLACK INK	Epson T6641	132	0	3	-3	129
83	EPSON INK CYAN	Epson T6642	386	0	2	-2	384
84	EPSON INK MAGENTA	Epson T6643	314	0	2	-2	312
85	EPSON INK YELLOW	Epson T6644	234	0	2	-2	232
32	FASTENER PLASTIC	Plastic Fastener	777	0	23	-23	754
33	FAX PAPER	Fax Paper	50	0	1	-1	49
34	FOLDER GREEN	Expanded Folder	1749	500	628	-128	1621
35	FOLDER LONG	White Folder	2975	0	162	-162	2813
36	FOLDER SHORT	Folder White	3875	0	25	-25	3850
106	HP INK 21 BLACK	Ink cartridge #21 black	0	100	3	+97	97
107	HP INK 22 TRI-COLOR	Ink cartridge #22 tri-color	0	100	2	+98	98

94	HP INK 704 BLACK	Ink cartridge 704	9	95	21	+74	83
95	HP INK 704 COLORED	Ink cartridge 704	46	0	11	-11	35
69	HP TONER 05A	Toner Cartridge CE505A	57	0	37	-37	20
73	HP TONER 12A	Toner Cartridge Q2612A	12	0	9	-9	3
70	HP TONER 35A	Toner Cartridge CB435A	6	50	5	+45	51
72	HP TONER 53A	Toner Cartridge Q2653A	55	0	8	-8	47
68	HP TONER 85A	CE285A Toner Cartridge	98	100	119	-19	79
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	0	100	3	+97	97
38	LETTER ENVELOPE	Megaworld Letter Envelope	36500	0	5209	-5209	31291
37	LETTER HEAD	Megaworld Letter Head	55000	0	2653	-2653	52347
67	MAGAZINE FILE	Magazine File	36	100	32	+68	104
41	NEWSPRINT LONG	Groundwood Long	245	0	84	-84	161
40	NEWSPRINT SHORT	Groundwood Short	212	0	67	-67	145
44	PAPER CLIP BIG	Paper Clip Big	0	100	70	+30	30
43	PAPER CLIP SMALL	Paper Clip Small	0	100	32	+68	68
45	PENCIL MONGOL	Pencil Mongol	110	0	40	-40	70

46	PENTEL PEN BLACK	Pentel Marker	0	253	49	+204	204
48	PENTEL PEN BLUE	Pentel Marker	0	224	1	+223	223
47	PENTEL PEN RED	Pentel Marker Red	158	0	1	-1	157
49	PENTEL PEN WB BLACK	Whiteboard Marker	120	0	5	-5	115
50	PENTEL PEN WB BLUE	Whiteboard Marker	71	0	1	-1	70
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	5119	1680	959	+721	5840
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	3903	0	83	-83	3820
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	462	0	35	-35	427
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	295	0	38	-38	257
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	1670	840	19	+821	2491
52	PUNCHER	Puncher	65	0	6	-6	59
54	RUBBER BAND BIG	Rubber Band Big	107	0	11	-11	96
53	RUBBER BAND SMALL	Rubber Band Small	156	0	21	-21	135

55	RULER	Ruler	11	0	4	-4	7
56	SCISSOR	Scissor	87	0	3	-3	84
102	STABILO BLUE	Stabilo Highlighter Blue	0	20	6	+14	14
104	STABILO GREEN	Stabilo Highlighter Green	0	20	5	+15	15
57	STABILO ORANGE	Stabilo Orange	9	20	2	+18	27
58	STABILO PINK	Stabilo Pink	25	0	7	-7	18
103	STABILO YELLOW	Stabilo Highlighter Yellow	0	20	6	+14	14
100	STAPLE WIRE BIG	Steves Staple Wire	120	1300	108	+1192	1312
60	TAPE DISPENSER BIG	Tape Dispenser	85	0	2	-2	83
63	TAPE DOUBLE ADHESIVE WITHOUT FOAM	Tape Adhesive w/o Foam	231	0	1	-1	230
61	TAPE PACKING 2'	Clear Tape	312	350	114	+236	548
62	TAPE SCOTCH 1'	Scotch Tape	199	0	106	-106	93
65	TRANSMITTAL SHEET	Transmittal Form	426	0	3	-3	423