

In and Out Report from Mar 1, 2017 to Jul 31, 2017

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	243	250	0	+250	493
14	ALCOHOL	Rubbing Alcohol	2285	600	213	+387	2672
9	BALLPEN BLACK	Panda Ballpen	862	225	58	+167	1029
10	BALLPEN BLUE	Panda Ballpen	1418	225	17	+208	1626
11	BALLPEN RED	Panda Ballpen	1639	225	7	+218	1857
125	BOND PAPER A4-70 GSM	BOND PAPER A4	0	200	23	+177	177
2	BOND PAPER LONG	8.5 X 13	1390	800	382	+418	1808
3	BOND PAPER SHORT	8.5 X 11	3244	800	157	+643	3887
17	CALCULATOR	Casio Calculator	48	200	7	+193	241
19	CARBON PAPER LONG	Carbon Paper Long	3449	300	4	+296	3745
18	CARBON PAPER SHORT	Carbon Paper Short	2863	300	22	+278	3141
16	CBP BOX	File Storage Box	979	410	440	-30	949

21	CORRECTION TAPE	Correction Tape	330	2000	33	+1967	2297
22	CORRECTION TAPE REFILL	Refill of Plus	7886	2000	126	+1874	9760
126	Desk Tray 2 Layer	Desk Tray 2 Layer	0	110	0	+110	110
23	DOUBLE CLIP 1	Binder Clip Size: 1"	974	0	4	-4	970
24	DOUBLE CLIP 2	Binder Clip Size: 2"	917	300	20	+280	1197
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1462	0	36	-36	1426
27	DVD-RW	Rewritable	790	500	100	+400	1190
26	DVDR	Recordable	1118	500	0	+500	1618
30	ENVELOPE EXPANDED	Expanded Envelope	2536	2000	372	+1628	4164
29	ENVELOPE LONG	Brown Long	9843	5000	180	+4820	14663
28	ENVELOPE SHORT	Short Brown	14496	0	95	-95	14401
82	EPSON BLACK INK T6641	Epson T6641	88	150	10	+140	228
83	EPSON INK CYAN T6642	Epson T6642	343	0	3	-3	340
84	EPSON INK MAGENTA T6643	Epson T6643	273	0	3	-3	270
85	EPSON INK YELLOW T6644	Epson T6644	189	0	3	-3	186

127	File Tray	Desk Tray 3 Layers	0	27	1	+26	26
34	FOLDER GREEN	Expanded Folder	7337	2800	408	+2392	9729
35	FOLDER LONG	White Folder	10557	8000	170	+7830	18387
36	FOLDER SHORT	Folder White	6842	1000	25	+975	7817
112	GLUE	Elmer's Glue 130g	314	250	38	+212	526
106	HP INK 21 BLACK	Ink cartridge #21 black	85	0	1	-1	84
107	HP INK 22 TRI-COLOR	Ink cartridge #22 tri-color	88	0	1	-1	87
94	HP INK 704 BLACK	Ink cartridge 704	187	0	4	-4	183
95	HP INK 704 COLORED	Ink cartridge 704	173	0	3	-3	170
90	HP INK 932XL BLACK	Ink cartridge 932XL	527	50	0	+50	577
93	HP INK 933XL CYAN	Ink cartridge 933XL	246	50	0	+50	296
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	242	50	0	+50	292
91	HP INK 933XL YELLOW	Ink cartridge 933XL	233	50	0	+50	283
69	HP TONER 05A	Toner Cartridge CE505A	337	150	77	+73	410
73	HP TONER 12A	Toner Cartridge Q2612A	75	0	23	-23	52
70	HP TONER 35A	Toner Cartridge CB435A	28	50	7	+43	71

71	HP TONER 36A	Toner Cartridge CB436A	109	0	2	-2	107
72	HP TONER 53A	Toner Cartridge Q2653A	53	0	2	-2	51
68	HP TONER 85A	CE285A Toner Cartridge	715	300	167	+133	848
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	66	0	6	-6	60
38	LETTER ENVELOPE	Megaworld Letter Envelope	26326	0	320	-320	26006
37	LETTER HEAD	Megaworld Letter Head	137237	25000	6540	+18460	155697
119	LOG BOOK	Record Book 500pp	848	100	4	+96	944
111	LOGBOOK	Record book 500 pp	71	100	12	+88	159
67	MAGAZINE FILE	Magazine File	593	200	0	+200	793
39	MEMO PAD	Memo Pad	1685	0	66	-66	1619
130	METAL FILE TRAY - 3 LAYERS	file tray 3's	0	20	0	+20	20
41	NEWSPRINT LONG	Groundwood Long	934	200	55	+145	1079
40	NEWSPRINT SHORT	Groundwood Short	693	200	55	+145	838
110	NOTEBOOK	Steno Notebook	1153	0	12	-12	1141
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	231	250	1	+249	480
44	PAPER CLIP BIG	Paper Clip Big	590	500	71	+429	1019

43	PAPER CLIP SMALL	Paper Clip Small	545	500	68	+432	977
45	PENCIL MONGOL	Pencil Mongol	488	600	31	+569	1057
46	PENTEL PEN BLACK	Pentel Marker	346	300	4	+296	642
49	PENTEL PEN WB BLACK	Whiteboard Marker	382	0	10	-10	372
50	PENTEL PEN WB BLUE	Whiteboard Marker	395	0	1	-1	394
51	PENTEL PEN WB RED	Whiteboard Marker	603	0	1	-1	602
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6661	0	62	-62	6599
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	3878	0	67	-67	3811
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3450	0	34	-34	3416
52	PUNCHER	Puncher	231	0	2	-2	229
54	RUBBER BAND BIG	Rubber Band Big	1185	100	0	+100	1285
53	RUBBER BAND SMALL	Rubber Band Small	861	0	34	-34	827
55	RULER	Ruler	226	0	2	-2	224
56	SCISSOR	Scissor	265	0	11	-11	254

102	STABILO BLUE	Stabilo Highlighter Blue	684	0	8	-8	676
104	STABILO GREEN	Stabilo Highlighter Green	661	0	11	-11	650
57	STABILO ORANGE	Stabilo Orange	661	0	7	-7	654
58	STABILO PINK	Stabilo Pink	896	0	1	-1	913
103	STABILO YELLOW	Stabilo Highlighter Yellow	848	0	10	-10	838
128	Stamp Pad Ink	Stamp Pad Ink - Red	0	150	0	+150	150
129	Stamp Pad Ink - Black	Stamp Pad Ink	0	150	4	+146	146
59	STAMP PAD INK BLUE	Stamp Pad Ink	63	0	7	-7	56
100	STAPLE WIRE BIG	Steves Staple Wire	1747	1000	83	+917	2664
60	TAPE DISPENSER BIG	Tape Dispenser	67	0	1	-1	66
113	TAPE MASKING	Masking tape 2" Polyline	121	0	20	-20	101
118	TAPE MASKING 1	Tape Masking 1"	701	350	5	+345	1046
61	TAPE PACKING 2'	Clear Tape	1291	400	96	+304	1595
62	TAPE SCOTCH 1'	Scotch Tape	1095	1500	180	+1320	2415