

In and Out Report from Nov 1, 2015 to Dec 1, 2015

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	249	0	2	-2	247
14	ALCOHOL	Rubbing Alcohol	966	540	193	+347	1313
9	BALLPEN BLACK	Panda Ballpen	359	0	52	-52	307
10	BALLPEN BLUE	Panda Ballpen	816	0	27	-27	789
11	BALLPEN RED	Panda Ballpen	1142	0	14	-14	1128
13	BATTERY AA	Eveready Battery	411	0	3	-3	408
2	BOND PAPER LONG	8.5 X 13	718	200	248	-48	670
3	BOND PAPER SHORT	8.5 X 11	1879	200	158	+42	1921
17	CALCULATOR	Casio Calculator	63	0	6	-6	57
16	CBP BOX	File Storage Box	405	100	33	+67	472
109	CD-R	CD-R with sleeves	0	800	0	+800	800
20	CDRW	Rewritable	593	1000	0	+1000	1593
21	CORRECTION TAPE	Correction Tape	77	0	20	-20	57

22	CORRECTION TAPE REFILL	Refill of Plus	8578	0	71	-71	8507
23	DOUBLE CLIP 1	Binder Clip Size: 1"	530	240	45	+195	725
24	DOUBLE CLIP 2	Binder Clip Size: 2"	867	0	58	-58	809
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	902	0	42	-42	860
27	DVD	Rewritable	5	800	0	+800	805
26	DVDR	Recordable	645	500	0	+500	1145
30	ENVELOPE EXPANDED	Expanded Envelope	709	0	140	-140	569
29	ENVELOPE LONG	Brown Long	8980	0	1265	-1265	7715
28	ENVELOPE SHORT	Short Brown	11911	0	205	-205	11706
82	EPSON BLACK INK T6641	Epson T6641	96	0	10	-10	86
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	135	0	7	-7	128
32	FASTENER PLASTIC	Plastic Fastener	634	700	159	+541	1175
33	FAX PAPER	Fax Paper	40	200	0	+200	240
34	FOLDER GREEN	Expanded Folder	2529	0	312	-312	2217
35	FOLDER LONG	White Folder	3147	2690	300	+2390	5537
36	FOLDER SHORT	Folder White	3676	2000	60	+1940	5616

112	GLUE	Elmer's Glue 130g	108	300	14	+286	394
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	93	0	2	-2	91
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	93	0	2	-2	91
69	HP TONER 05A	Toner Cartridge CE505A	135	0	53	-53	82
73	HP TONER 12A	Toner Cartridge Q2612A	35	0	5	-5	30
72	HP TONER 53A	Toner Cartridge Q2653A	65	0	2	-2	63
120	HP TONER 80A	HP Toner Cartridge 80A	98	0	4	-4	94
68	HP TONER 85A	CE285A Toner Cartridge	206	0	84	-84	122
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	85	0	2	-2	83
38	LETTER ENVELOPE	Megaworld Letter Envelope	29739	0	80	-80	29659
37	LETTER HEAD	Megaworld Letter Head	30402	0	16508	-16508	13894
119	LOG BOOK	Record Book 500pp	970	0	10	-10	960
111	LOGBOOK	Record book 500 pp	51	0	1	-1	50
39	MEMO PAD	Memo Pad	1905	0	43	-43	1862
41	NEWSPRINT LONG	Groundwood Long	320	200	100	+100	420
40	NEWSPRINT SHORT	Groundwood Short	308	200	115	+85	393

42	NOTEBOOK	Steno Notebook	478	0	4	-4	474
110	NOTEBOOK	Steno Notebook	159	0	9	-9	150
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	245	0	1	-1	244
44	PAPER CLIP BIG	Paper Clip Big	865	0	56	-56	809
43	PAPER CLIP SMALL	Paper Clip Small	221	0	54	-54	167
45	PENCIL MONGOL	Pencil Mongol	181	0	33	-33	148
46	PENTEL PEN BLACK	Pentel Marker	80	0	26	-26	54
49	PENTEL PEN WB BLACK	Whiteboard Marker	90	350	24	+326	416
50	PENTEL PEN WB BLUE	Whiteboard Marker	65	350	9	+341	406
51	PENTEL PEN WB RED	Whiteboard Marker	257	350	1	+349	606
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	5492	864	75	+789	6281
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	3472	0	74	-74	3398
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	351	0	38	-38	313
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	149	0	42	-42	107

101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	632	0	7	-7	625
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	2387	0	50	-50	2337
52	PUNCHER	Puncher	43	0	3	-3	40
53	RUBBER BAND SMALL	Rubber Band Small	26	20	21	-1	25
55	RULER	Ruler	7	250	6	+244	251
56	SCISSOR	Scissor	58	0	13	-13	45
102	STABILO BLUE	Stabilo Highlighter Blue	474	0	8	-8	466
104	STABILO GREEN	Stabilo Highlighter Green	458	0	7	-7	451
57	STABILO ORANGE	Stabilo Orange	461	0	6	-6	455
58	STABILO PINK	Stabilo Pink	465	0	4	-4	479
103	STABILO YELLOW	Stabilo Highlighter Yellow	443	0	15	-15	428
59	STAMP PAD INK BLUE	Stamp Pad Ink	99	0	3	-3	96
100	STAPLE WIRE BIG	Steves Staple Wire	1044	1066	90	+976	2020
108	STAPLER #35	Stapler with staple wire remover	256	100	17	+83	339
60	TAPE DISPENSER BIG	Tape Dispenser	75	0	3	-3	72

64	TAPE DOUBLE ADHESIVE WITH FOAM	Tape Adhesive w/ Foam	207	0	8	-8	199
63	TAPE DOUBLE ADHESIVE WITHOUT FOAM	Tape Adhesive w/o Foam	215	0	5	-5	210
113	TAPE MASKING	Masking tape 2" Polyline	169	0	15	-15	154
118	TAPE MASKING 1"	Tape Masking 1"	283	0	13	-13	270
61	TAPE PACKING 2'	Clear Tape	237	0	201	-201	36
62	TAPE SCOTCH 1'	Scotch Tape	635	0	321	-321	314
66	TRASH CAN	Trash Can	136	0	7	-7	129