

## In and Out Report from Jul 1, 2015 to Dec 31, 2015

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	0	250	3	+247	247
14	ALCOHOL	Rubbing Alcohol	343	2130	1175	+955	1292
9	BALLPEN BLACK	Panda Ballpen	246	800	449	+351	597
10	BALLPEN BLUE	Panda Ballpen	462	800	188	+612	1074
11	BALLPEN RED	Panda Ballpen	724	600	106	+494	1218
13	BATTERY AA	Eveready Battery	125	300	17	+283	408
12	BATTERY AAA	Energizer Battery	301	0	14	-14	287
2	BOND PAPER LONG	8.5 X 13	577	1600	1462	+138	815
3	BOND PAPER SHORT	8.5 X 11	1669	1300	955	+345	2211
17	CALCULATOR	Casio Calculator	80	0	25	-25	55
19	CARBON PAPER LONG	Carbon Paper Long	3500	0	20	-20	3480
18	CARBON PAPER SHORT	Carbon Paper Short	2900	0	27	-27	2873
16	CBP BOX	File Storage Box	275	1701	954	+747	1122

109	CD-R	CD-R with sleeves	0	800	0	+800	800
20	CDRW	Rewritable	23	1600	30	+1570	1593
21	CORRECTION TAPE	Correction Tape	192	50	188	-138	54
22	CORRECTION TAPE REFILL	Refill of Plus	8835	180	516	-336	8499
23	DOUBLE CLIP 1	Binder Clip Size: 1"	83	1400	306	+1094	1177
24	DOUBLE CLIP 2	Binder Clip Size: 2"	98	900	189	+711	809
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	149	1750	344	+1406	1555
27	DVD	Rewritable	25	800	20	+780	805
26	DVDR	Recordable	190	1000	45	+955	1145
30	ENVELOPE EXPANDED	Expanded Envelope	0	1600	1031	+569	569
29	ENVELOPE LONG	Brown Long	9812	500	2597	-2097	7715
28	ENVELOPE SHORT	Short Brown	12431	0	725	-725	11706
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	0	150	10	+140	140
82	EPSON BLACK INK T6641	Epson T6641	132	0	48	-48	84
83	EPSON INK CYAN T6642	Epson T6642	386	0	14	-14	372

84	EPSON INK MAGENTA T6643	Epson T6643	314	0	13	-13	301
85	EPSON INK YELLOW T6644	Epson T6644	234	0	16	-16	218
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	0	150	22	+128	128
32	FASTENER PLASTIC	Plastic Fastener	777	700	305	+395	1172
33	FAX PAPER	Fax Paper	50	200	10	+190	240
34	FOLDER GREEN	Expanded Folder	1699	4965	1457	+3508	5147
35	FOLDER LONG	White Folder	2975	7450	2888	+4562	7537
36	FOLDER SHORT	Folder White	3875	2000	259	+1741	5616
112	GLUE	Elmer's Glue 130g	0	500	109	+391	391
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	0	100	9	+91	91
115	HP 678 TRI COLOR INK CARTRIDGE	ink cartridge 678 (tri color)	0	100	9	+91	91
106	HP INK 21 BLACK	Ink cartridge #21 black	0	100	6	+94	94
107	HP INK 22 TRI- COLOR	Ink cartridge #22 tri-color	0	100	5	+95	95
99	HP INK 60 TRI COLORED	Ink cartridge 60	206	100	0	+100	306

96	HP INK 703 BLACK	Ink cartridge 703	56	0	3	-3	53
97	HP INK 703 TRI- COLOR	Ink cartridge 703 colored	74	0	2	-2	72
94	HP INK 704 BLACK	Ink cartridge 704	9	195	74	+121	128
95	HP INK 704 COLORED	Ink cartridge 704	46	100	37	+63	109
86	HP INK 920XL BLACK	Ink cartridge 920xl	375	0	1	-1	374
90	HP INK 932XL BLACK	Ink cartridge 932XL	279	500	250	+250	529
93	HP INK 933XL CYAN	Ink cartridge 933XL	88	160	0	+160	248
92	HP INK 933XL MAGENTA	Ink cartridge 933XL	84	160	0	+160	244
91	HP INK 933XL YELLOW	Ink cartridge 933XL	75	160	0	+160	235
69	HP TONER 05A	Toner Cartridge CE505A	57	300	296	+4	160
74	HP TONER 125 (CB540A) BLACK	Toner cartridge CB540A	9	100	1	+99	108
75	HP TONER 125 (CB541A) CYAN	Toner cartridge CB541A	10	100	2	+98	108

77	HP TONER 125 (CB542A) YELLOW	Toner cartridge CB542A	6	100	1	+99	105
76	HP TONER 125 (CB543A) MAGENTA	Toner cartridge CB543A	7	100	2	+98	105
73	HP TONER 12A	Toner Cartridge Q2612A	12	50	32	+18	30
70	HP TONER 35A	Toner Cartridge CB435A	6	50	28	+22	28
71	HP TONER 36A	Toner Cartridge CB436A	112	0	1	-1	111
72	HP TONER 53A	Toner Cartridge Q2653A	55	50	42	+8	63
120	HP TONER 80A	HP Toner Cartridge 80A	0	100	8	+92	92
68	HP TONER 85A	CE285A Toner Cartridge	92	721	498	+223	315
105	HP TONER CARTRIDGE 78A	HP toner cartridge CE278A	0	100	17	+83	83
38	LETTER ENVELOPE	Megaworld Letter Envelope	36500	0	6841	-6841	29659
37	LETTER HEAD	Megaworld Letter Head	54994	0	41100	-41100	13894
119	LOG BOOK	Record Book 500pp	0	1000	40	+960	960
111	LOGBOOK	Record book 500 pp	0	100	51	+49	49
67	MAGAZINE FILE	Magazine File	36	454	100	+354	390
39	MEMO PAD	Memo Pad	13	2000	161	+1839	1852
41	NEWSPRINT LONG	Groundwood Long	243	750	620	+130	473

40	NEWSPRINT SHORT	Groundwood Short	208	750	568	+182	484
110	NOTEBOOK	Steno Notebook	0	1274	51	+1223	1223
42	NOTEBOOK	Steno Notebook	0	600	126	+474	474
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	0	250	6	+244	244
44	PAPER CLIP BIG	Paper Clip Big	100	1000	303	+697	795
43	PAPER CLIP SMALL	Paper Clip Small	100	650	233	+417	514
45	PENCIL MONGOL	Pencil Mongol	110	500	202	+298	408
46	PENTEL PEN BLACK	Pentel Marker	18	350	166	+184	200
48	PENTEL PEN BLUE	Pentel Marker	24	350	23	+327	350
47	PENTEL PEN RED	Pentel Marker Red	158	150	8	+142	300
49	PENTEL PEN WB BLACK	Whiteboard Marker	120	350	54	+296	416
50	PENTEL PEN WB BLUE	Whiteboard Marker	71	350	15	+335	406
51	PENTEL PEN WB RED	Whiteboard Marker	260	350	4	+346	606
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	5106	3408	1372	+2036	7142

5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	3897	864	506	+358	4255
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	462	432	152	+280	740
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	295	432	188	+244	539
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	1670	1897	176	+1721	3391
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	700	0	75	-75	625
52	PUNCHER	Puncher	65	200	25	+175	240
54	RUBBER BAND BIG	Rubber Band Big	107	160	21	+139	246
53	RUBBER BAND SMALL	Rubber Band Small	156	408	263	+145	301
55	RULER	Ruler	11	250	10	+240	251
56	SCISSOR	Scissor	87	120	42	+78	165
102	STABILO BLUE	Stabilo Highlighter Blue	20	500	54	+446	466
104	STABILO GREEN	Stabilo Highlighter Green	20	500	69	+431	451
57	STABILO ORANGE	Stabilo Orange	29	502	76	+426	455
58	STABILO PINK	Stabilo Pink	25	718	285	+433	476

103	STABILO YELLOW	Stabilo Highlighter Yellow	20	500	95	+405	425
59	STAMP PAD INK BLUE	Stamp Pad Ink	120	0	24	-24	96
100	STAPLE WIRE BIG	Steves Staple Wire	117	2366	484	+1882	1996
108	STAPLER #35	Stapler with staple wire remover	0	400	61	+339	339
60	TAPE DISPENSER BIG	Tape Dispenser	85	0	13	-13	72
64	TAPE DOUBLE ADHESIVE WITH FOAM	Tape Adhesive w/ Foam	218	0	19	-19	199
63	TAPE DOUBLE ADHESIVE WITHOUT FOAM	Tape Adhesive w/o Foam	231	0	21	-21	210
113	TAPE MASKING	Masking tape 2" Polyline	0	200	46	+154	154
118	TAPE MASKING 1"	Tape Masking 1"	0	300	30	+270	270
61	TAPE PACKING 2'	Clear Tape	312	350	626	-276	36
62	TAPE SCOTCH 1'	Scotch Tape	188	1038	912	+126	314
65	TRANSMITTAL SHEET	Transmittal Form	426	0	13	-13	413
66	TRASH CAN	Trash Can	47	100	18	+82	129