

In and Out Report from Oct 28, 2015 to Nov 28, 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	992	540	224	+316	1313
9	BALLPEN BLACK	Panda Ballpen	371	0	87	-87	307
10	BALLPEN BLUE	Panda Ballpen	824	0	38	-38	789
11	BALLPEN RED	Panda Ballpen	1142	0	16	-16	1128
13	BATTERY AA	Eveready Battery	411	0	3	-3	408
2	BOND PAPER LONG	8.5 X 13	789	200	320	-120	670
3	BOND PAPER SHORT	8.5 X 11	1886	200	168	+32	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	84	0	80	-80	57

22	CORRECTION TAPE REFILL	Refill of Plus	8609	0	102	-102	8507
23	DOUBLE CLIP 1	Binder Clip Size: 1"	540	240	60	+180	725
24	DOUBLE CLIP 2	Binder Clip Size: 2"	873	0	72	-72	809
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	908	0	51	-51	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	9040	0	1335	-1335	7715
28	ENVELOPE SHORT	Short Brown	11936	0	240	-240	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	160	+540	1175
33	FAX PAPER	Fax Paper	40	200	4	+196	240
34	FOLDER GREEN	Expanded Folder	1529	1000	312	+688	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	113	300	19	+281	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	139	0	57	-57	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	210	0	88	-88	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	31906	0	18012	-18012	13894
119	LOG BOOK	Record Book 500pp	974	0	14	-14	960
111	LOGBOOK	Record book 500 pp	51	0	1	-1	50
39	MEMO PAD	Memo Pad	1912	0	50	-50	1862
41	NEWSPRINT LONG	Groundwood Long	320	200	102	+98	420
40	NEWSPRINT SHORT	Groundwood Short	308	200	119	+81	393

110	NOTEBOOK	Steno Notebook	159	0	9	-9	150
42	NOTEBOOK	Steno Notebook	483	0	9	-9	474
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	245	0	1	-1	244
44	PAPER CLIP BIG	Paper Clip Big	875	0	66	-66	809
43	PAPER CLIP SMALL	Paper Clip Small	231	0	69	-69	167
45	PENCIL MONGOL	Pencil Mongol	200	0	52	-52	148
46	PENTEL PEN BLACK	Pentel Marker	80	0	26	-26	54
48	PENTEL PEN BLUE	Pentel Marker	203	0	2	-2	201
49	PENTEL PEN WB BLACK	Whiteboard Marker	95	350	29	+321	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	5509	864	95	+769	6281
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	3506	0	111	-111	3398
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	353	0	40	-40	313

7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	149	0	43	-43	107
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	2387	0	52	-52	2337
101	PILOT BX-V5 SIGNPEN RED	V5 Hi-Techpoint 0.5	648	0	23	-23	625
52	PUNCHER	Puncher	43	0	3	-3	40
53	RUBBER BAND SMALL	Rubber Band Small	26	20	31	-11	25
55	RULER	Ruler	7	250	6	+244	251
56	SCISSOR	Scissor	58	0	13	-13	45
102	STABILO BLUE	Stabilo Highlighter Blue	477	0	11	-11	466
104	STABILO GREEN	Stabilo Highlighter Green	463	0	14	-14	451
57	STABILO ORANGE	Stabilo Orange	464	0	10	-10	455
58	STABILO PINK	Stabilo Pink	468	0	7	-7	479
103	STABILO YELLOW	Stabilo Highlighter Yellow	448	0	21	-21	428
59	STAMP PAD INK BLUE	Stamp Pad Ink	99	0	3	-3	96
100	STAPLE WIRE BIG	Steves Staple Wire	1069	1066	121	+945	2020
108	STAPLER #35	Stapler with staple wire remover	106	250	20	+230	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	247	0	213	-213	36
62	TAPE SCOTCH 1'	Scotch Tape	381	288	359	-71	314
66	TRASH CAN	Trash Can	137	0	8	-8	129