

In and Out Report from Oct 21, 2017 to Nov 21, 2017

ID	Item Name	Description	Beginning Balance	In	Out	Difference	Balance
122	A4TECH KEYBOARD	Comfortable round keyboard	482	0	1	-1	481
14	ALCOHOL	Rubbing Alcohol	3778	0	133	-133	3642
9	BALLPEN BLACK	Panda Ballpen	1672	0	43	-43	1629
10	BALLPEN BLUE	Panda Ballpen	2825	0	5	-5	2820
11	BALLPEN RED	Panda Ballpen	1825	0	9	-9	1816
13	BATTERY AA	Eveready Battery	558	0	4	-4	554
12	BATTERY AAA	Energizer Battery	437	0	10	-10	427
125	BOND PAPER A4-70 GSM	BOND PAPER A4	285	0	5	-5	280
2	BOND PAPER LONG	8.5 X 13	2441	100	139	-39	2398
3	BOND PAPER SHORT	8.5 X 11	4483	100	151	-51	4429
19	CARBON PAPER LONG	Carbon Paper Long	5680	0	25	-25	5655
21	CORRECTION TAPE	Correction Tape	2173	0	10	-10	2160

22	CORRECTION TAPE REFILL	Refill of Plus	9354	0	69	-69	9230
23	DOUBLE CLIP 1	Binder Clip Size: 1"	1164	0	43	-43	1118
24	DOUBLE CLIP 2	Binder Clip Size: 2"	1440	0	22	-22	1415
25	DOUBLE CLIP 3/4	Binder Clip Size: 3/4"	1602	0	44	-44	1552
27	DVD-RW	Rewritable	1144	0	10	-10	1134
30	ENVELOPE EXPANDED	Expanded Envelope	2855	0	149	-149	2706
29	ENVELOPE LONG	Brown Long	12264	0	559	-559	11705
28	ENVELOPE SHORT	Short Brown	19876	0	235	-235	19641
116	EPSON 8750 RIBBON BLACK	Epson Ribbon LX800/300/FX870	130	0	3	-3	127
82	EPSON BLACK INK T6641	Epson T6641	245	0	19	-19	224
83	EPSON INK CYAN T6642	Epson T6642	316	0	3	-3	313
84	EPSON INK MAGENTA T6643	Epson T6643	248	0	2	-2	246
85	EPSON INK YELLOW T6644	Epson T6644	160	0	2	-2	158
117	EPSON S015632 RIBBON LX310	Epson Ribbon LX310	84	0	5	-5	79

32	FASTENER PLASTIC	Plastic Fastener	1301	0	39	-39	1262
34	FOLDER GREEN	Expanded Folder	11491	0	181	-181	11310
35	FOLDER LONG	White Folder	21204	0	300	-300	20904
36	FOLDER SHORT	Folder White	11460	0	90	-90	11370
112	GLUE	Elmer's Glue 130g	490	0	12	-12	478
114	HP 678 BLACK INK CARTRIDGE	ink cartridge 678 (black)	58	0	3	-3	55
94	HP INK 704 BLACK	Ink cartridge 704	164	0	2	-2	162
95	HP INK 704 COLORED	Ink cartridge 704	153	0	2	-2	151
69	HP TONER 05A	Toner Cartridge CE505A	453	0	30	-30	423
73	HP TONER 12A	Toner Cartridge Q2612A	84	0	4	-4	80
78	HP TONER 305 BLACK	Toner cartridge CE410B	12	0	1	-1	11
81	HP TONER 305 CYAN	Toner cartridge CE411C	16	0	1	-1	15
80	HP TONER 305 MAGENTA	Toner cartridge CE413M	18	0	1	-1	17
79	HP TONER 305 YELLOW	Toner cartridge CE412Y	15	0	1	-1	14
70	HP TONER 35A	Toner Cartridge CB435A	57	0	9	-9	48

72	HP TONER 53A	Toner Cartridge Q2653A	46	0	1	-1	45
68	HP TONER 85A	CE285A Toner Cartridge	1018	0	68	-68	950
37	LETTER HEAD	Megaworld Letter Head	149606	0	6901	-6901	142705
119	LOG BOOK	Record Book 500pp	884	0	10	-10	874
41	NEWSPRINT LONG	Groundwood Long	1361	150	62	+88	1449
40	NEWSPRINT SHORT	Groundwood Short	916	150	65	+85	1001
121	OPTICAL MOUSE	A4tech Optical Mouse PS2	459	0	6	-6	453
44	PAPER CLIP BIG	Paper Clip Big	1406	0	23	-23	1381
43	PAPER CLIP SMALL	Paper Clip Small	1356	0	38	-38	1315
45	PENCIL MONGOL	Pencil Mongol	1541	0	18	-18	1523
46	PENTEL PEN BLACK	Pentel Marker	900	0	17	-17	883
48	PENTEL PEN BLUE	Pentel Marker	1072	0	15	-15	1057
47	PENTEL PEN RED	Pentel Marker Red	490	0	10	-10	480
49	PENTEL PEN WB BLACK	Whiteboard Marker	354	0	10	-10	344
50	PENTEL PEN WB BLUE	Whiteboard Marker	384	0	10	-10	374

51	PENTEL PEN WB RED	Whiteboard Marker	601	0	10	-10	591
4	PILOT BX-V5 SIGNPEN BLACK	V5 HI-TECHPOINT 0.5	6891	0	66	-66	6825
5	PILOT BX-V5 SIGNPEN BLUE	V5 HI-TECHPOINT 0.5	4259	0	46	-46	4213
6	PILOT BX-V5 SIGNPEN GREEN	V5 HI-TECHPOINT 0.5	1650	0	17	-17	1633
7	PILOT BX-V5 SIGNPEN PURPLE	V5 HI-TECHPOINT 0.5	1445	0	30	-30	1415
8	PILOT BX-V5 SIGNPEN RED	V5 HI-TECHPOINT 0.5	3281	0	13	-13	3268
52	PUNCHER	Puncher	211	0	1	-1	210
54	RUBBER BAND BIG	Rubber Band Big	1288	0	17	-17	1271
53	RUBBER BAND SMALL	Rubber Band Small	726	0	23	-23	698
55	RULER	Ruler	396	0	2	-2	394
56	SCISSOR	Scissor	218	0	1	-1	217
102	STABILO BLUE	Stabilo Highlighter Blue	639	0	10	-10	629
104	STABILO GREEN	Stabilo Highlighter Green	616	0	10	-10	606
57	STABILO ORANGE	Stabilo Orange	618	0	12	-12	605

58	STABILO PINK	Stabilo Pink	862	0	6	-6	874
131	STABILO VIOLET	Stabilo Highlighter Violet	21	0	5	-5	16
103	STABILO YELLOW	Stabilo Highlighter Yellow	772	0	3	-3	767
128	Stamp Pad Ink	Stamp Pad Ink - Red	141	0	1	-1	140
129	Stamp Pad Ink - Black	Stamp Pad Ink	131	0	4	-4	127
100	STAPLE WIRE BIG	Steves Staple Wire	3934	0	40	-40	3894
108	STAPLER #35	Stapler with staple wire remover	276	0	10	-10	266
118	TAPE MASKING 1	Tape Masking 1"	1327	0	24	-24	1302
61	TAPE PACKING 2'	Clear Tape	1955	0	13	-13	1942
62	TAPE SCOTCH 1'	Scotch Tape	3739	0	122	-122	3613
65	TRANSMITTAL SHEET	Transmittal Form	499	0	17	-17	482