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Administrative office supplies management system

serial number	Classification	product name	Specification	unit	Balance amount
1	clip	Color Long Tail Money Holder	Deli 32mm color mixed	box	1
2		Color Long Tail Money Holder	Deli 25mm color mixed	box	0.5
3		big clip	14.5cm silver	individual	2
4		Toolless clip	Conventional A4 large Q810-14C	individual	14
5		account folder	plumse blue	individual	4
6		account folder	red apple green	individual	6
7		business card holder	Yuesheng 160 cards	individual	1
8	notebook	notebook	Wright 199*140MM 52 pages (paper, third	Book	15
9		notebook	Article 25K (skin, thickness)	Book	4
10	Common office supplies	ruler	Deli 30CM	Bundle	1
11		Outbound order	Qingdao Guozheng Product No.: A713	Bag	17
12		clear plastic document bag	Zhende stationery K5-35A-16	individual	3
13		Portfolio	Regular A4 size	individual	61
14		file box		individual	135
15		glue stick		individual	9
16		quick drying ink pad oil	Deli NO.98T4 60ml red	bottle	2
17		stapler	Small effective NO.0304	individual	1
18		paper clip	Shanghai Shanghai Q8/T1149	box	7
19		paper clip (large)	SCM	individual	50
20		pin	50g/box	box	19
21		staple	Uniform 1000PCS	box	7
22		glue	Xuesao	individual	4
23		sticky notes	Baoker 4pcs/pack 19*76MM	Bag	4
24		envelope	Xinji Yutong A4 size	individual	124
25			Xinji Yutong 22*10.8CM	individual	235
26			Xinji Yutong 22.5*12CM	individual	18
27			Xinji Yutong 16.2*23CM	individual	23
28			Xinji Wensheng 17.5*12.4CM	individual	68
29		Curved paper	red	bag	6
30			blue	bag	6
31		Battery	Nanfu 5#	Festival	2
32			Nanfu 7#	Festival	2
33		double sided tape		roll	3
34		Fruit tray	rose red round	individual	1
35			beige rectangle	individual	1
36		ashtray	transparent	individual	1
37		air-conditioner remote	Gree YADOLF	individual	1
38		towel	gas station gift	Strip	8

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Office And Administrative Management

Zane K. Quible



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Ohio's Management Improvement Program Ohio. Department of Administrative Services. Office of Administrative Management, 1988 Ohio's Office of Administrative Management is designed to provide a framework in which to carry out programs that will improve management organizational effectiveness and productivity in state government The Office assists the Governor and his staff in developing and implementing management objectives while working with agency heads on projects that have statewide or multiple agency impact

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Administrative Management Annatjie Erasmus, E. J. Ferreira, A. W. Erasmus, D. Groenewald, 2010-06 The roles and responsibilities of administrative managers are identified and explained in this updated and comprehensive resource on managing the information needs of an organization to facilitate timely relevant and accurate communication Topical case studies and practical examples illustrate the knowledge and skills required for success in office management Whether managing cultural diversity in the work place or learning proper business ethics the instructions outlined in this guide provide the basis for arriving at meaningful decisions that can make a candidate an asset in any office environment

Principles of Office Administration Edward N. Rausch, 1964

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Establishment of an Office of Inspector General in the Department of Health, Education, and Welfare United States. Congress. House. Committee on Government Operations. Intergovernmental Relations and Human Resources Subcommittee,1976 **Studies on Administrative Management in the Government of the United States** United States. President's Committee on Administrative Management,1937 Hearings United States. Congress. House,1967

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