

# ADMINISTRATIVE OFFICE SUPPLIES MANAGEMENT SYSTEM

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 109*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 QB/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
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37		air-conditioner remote	Gree YAD01	individual	1
38		towel	gas station gift	Strip	8

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# Office And Administrative Management

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