

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		Tootley 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 129*140MM 52 pages (paper, thin)	Book	15	
9		notebook	Article 25K (skin, thickness)	Book	4	
10	Common office supplies	ruler	Deli 30CM	Bundle	1	
11		Outbound order	Qingdao Guozong Product No.: AF13	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.9814 60ml red	bottle	2	
17		stapler	Small effective NO.0304	individual	1	
18		paper clip	Shanghai Shunghai QB/T1149	box	7	
19		paper clip (large)	5CM	individual	50	
20		pin	50g/box	box	19	
21		staple	Uniform 1000PCS	box	7	
22		glue	Xueao	individual	4	
23		sticky notes	Baoker 4pcs/pack 29*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*25CM	individual	23
28				Xinji Wenheng 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 YADDF	individual	1
38	bowel		gas station gift	Strip	8	

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Oversight Into the Operation of the House Information Systems United States. Congress. House. Committee on House Administration. Subcommittee on Office Systems, 1987

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Office Administration and Automation ,1983

Administrative Office of the Illinois Courts V. State and Municipal Teamsters, Chauffeurs & Helpers Union, Local 726, IBT, AFL-CIO ,1993

Burke V. Commissioner of Internal Revenue ,1991

Public Personnel Studies - Bureau of Public Personnel Administration, Institute for Government Research ,1926

Annual Report ,1911

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