

# 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	

Inventory person:  
year month day

Handover person:  
year month day

# Systems For Administrative Office Support

**Chao Zhang**



## **Systems For Administrative Office Support:**

*Systems for Administrative Office Support* Walter Brower, 1993-09-22 This successful office procedures text covers oral communications time management the ARMA filing rules and the roles of management and supervision in the office environment System of Records Used by the Veterans Administration United States. Veterans Administration, 1988

**Federal Register** ,1975 **Privacy Act Issuances ... Compilation** United States. Office of the Federal Register, 1976 Contains systems of records maintained on individuals by Federal agencies which were published in the Federal Register and rules of each agency concerning the procedures the agency will use in helping individuals who request information about their records **Oversight Into the Operation of the House Information Systems** United States. Congress. House. Committee on House Administration. Subcommittee on Office Systems, 1987 Systems of Records Used by the Veterans Administration United States. Veterans Administration, 1986 **Signal** ,1993 **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 **American Aviation** ,1963 **United Nations System of Organizations** ,1976 **Filing & Office Management** ,1922 *Public Personnel Studies* ,1926 *New Public Personnel Studies* ,1929 **Report** Commonwealth Shipping Committee, 1913 **Parliamentary Papers** Great Britain. Parliament. House of Commons, 1914 **Report ... on the Administration of the Expenditure of India** Great Britain. Indian Expenditure Commission, 1900

The Top Books of the Year Systems For Administrative Office Support The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have charmed audiences this year. Systems For Administrative Office Support : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Systems For Administrative Office Support : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Systems For Administrative Office Support : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and thrilling novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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