

STOCK TAKING REPORT

4th QUARTER APRIL- JUNE 2020

ITEM NO	DESCRIPTION	QUANTITY PER MUNSOFT	QUANTITY COUNTED	VARIANCE	REASON FOR VARIANCE
300003	BOOKS-SHORTHAND	14	14	0	N/A
300005	CD'S RECORDABLE	44	44	0	N/A
300007	CORRECTION TAPE	78	78	0	N/A
300008	CARTONS A4-COLOURED	3	3	0	N/A
300041	EXAM PAD A4	58	58	0	N/A
300042	ERASERS	20	20	0	N/A
300043	FILES-ACCESSIBLE	7	7	0	N/A
300044	FILES-FOLDER	2025	2025	0	N/A
300045	HIGHLIGHTERS	31	31	0	N/A
300047	LEAD PENCIL .05	90	90	0	N/A
300048	MAGIC CLIP (BOX)	51	51	0	N/A
300049	MAGIC CLIP DISPENSER	56	56	0	N/A
300050	MARKER ARTLINE	191	191	0	N/A
300051	POCKET A4 (PACKET)	18	18	0	N/A
300054	PENS UNI BALL EYE FINE	275	275	0	N/A
300055	PENS UNI BALL EYE MEDIUM	225	225	0	N/A
300060	POST-IT NOTES 654	84	84	0	N/A
300063	PRESTIK	25	25	0	N/A
300064	PUNCH	5	5	0	N/A
300065	RULERS	72	72	0	N/A
300066	RUBBER BANDS (BOX)	34	34	0	N/A
300067	SCHMIDT REFILL P 900 F BLACK	43	43	0	N/A
300068	STAPLERS	20	20	0	N/A
300069	STAPLES (BOX)	42	42	0	N/A
300070	STAPLE REMOVER	27	27	0	N/A
300071	SCISSORS	25	25	0	N/A
300072	TELEROLLS	20	20	0	N/A
300073	WHITE BOARD MARKERS	102	102	0	N/A

300074	WHITE BOARD ERASER	19	19	0	N/A
300075	PENS B/P PILOT BPS FINE RED	86	86	0	N/A
300076	PENS B/P PILOT BPS FINE BLUE	315	315	0	N/A
300077	ENVELOPES BOX 114 X 162	12	12	0	N/A
300078	ENVELOPES BOX 324 X 227	3	3	0	N/A
300079	ENVELOPES 110 X 220	17	17	0	N/A
300082	PAPER CLIPS GIANT	3	3	0	N/A
300084	INDEX TABS	82	82	0	N/A
300085	STAMP PAD INK 300ML	12	12	0	N/A
300087	RING REINFORCEMENTS PVC 250'S	25	25	0	N/A
300090	FILE FASTENER	5	5	0	N/A
300091	CALCULATOR RIBBON	11	11	0	N/A
300093	PICTURE MOUSE PADS	12	12	0	N/A
300094	TIDY FILES-ARCHIVE	665	665	0	N/A
300098	FILE DIVIDERS COLOURED	25	25	0	N/A
300100	ENVELOPES A5 SELF SEAL BOX	12	12	0	N/A
300101	BOOK-MANUSCRIPT A5	188	188	0	N/A
300102	TIPPEX CORRECTION FLUID	111	111	0	N/A
300103	FLIPCHART PADS	6	6	0	N/A
300107	POST-IT FLAGS BANDERITAS	103	103	0	N/A
300110	ENVELOPES 110 X 220 WINDOW BOX	10	10	0	N/A
300112	PAPER A4 80GSM PINK	3	3	0	N/A
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8	8	0	N/A
300115	PAPER A4 80GSM MINT	1	1	0	N/A
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13	13	0	N/A
300124	DVD +R VERBATIM	88	88	0	N/A
300139	STRIPS A4 (L54/29701492) WHITE	29	29	0	N/A
300149	8 GB MEMORY STICK	9	9	0	N/A
300153	CASSETTE 90 MINUTES	25	25	0	N/A
300154	ENVELOPES A3	6	6	0	N/A
310005	BUCKET 25L	8	8	0	N/A
310007	DISHCLOTH	6	6	0	N/A
310009	DEO BLOCKS	10	10	0	N/A
310010	DISHWASHING LIQUID	35	35	0	N/A
310011	DISINFECTANT CLEANER	1	1	0	N/A

310015	FLOOR POLISH	13	13	0	N/A
310016	FURNITURE POLISH	31	31	0	N/A
310019	HANDY ANDY	18	18	0	N/A
310022	MUTTON CLOTH	11	11	0	N/A
310023	MOP LARGE	3	3	0	N/A
310027	REFUSE BAGS BLACK	2	2	0	N/A
310028	STEEL WOOL	17	17	0	N/A
310029	TOILETPAPER 48S	33	33	0	N/A
310039	POT SCOURERS	40	40	0	N/A
310040	MULTI PURPOSE CLOTH	10	10	0	N/A
310041	BUCKET 10L	4	4	0	N/A
310043	SUNLIGHT SOAP	61	61	0	N/A
310044	HANDSOAP LUX	16	16	0	N/A
310045	TOILET DUCK	12	12	0	N/A
310046	WINDOW SQUEEGEE	29	29	0	N/A
310050	SWINGBIN BAGS KITCHEN	42	42	0	N/A
310055	RAGS 15KG	6	6	0	N/A
310067	TOILET BRUSH	23	23	0	N/A
BATCH 00031		6020	6020	0	

Team 1: Patricia Ngobeni
Palesa Tsele

Team 2: Thandi Xaba
Tshepo Baholo

Sign Off: Goisemodimo Mandona
Herman Sebelebele













Team 1: Patricia Ngobeni

Palesa Tsele

BATCH 00030
STOCK TAKING

ITEM NO	DESCRIPTION	Team 1 Count
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	58
300042	ERASERS	20
300043	FILES-ACCESSIBLE	7
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	51
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	18
300054	PENS UNI BALL EYE FINE	275
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	25
300064	PUNCH	5
300065	RULERS	72
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	20
300069	STAPLES (BOX)	42
300070	STAPLE REMOVER	27
300071	SCISSORS	25
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	5
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	665

300098	FILE DIVIDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	103
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	03
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	01
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	09
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	06
310005	BUCKET 25L	08
310007	DISHCLOTH	06
310009	DEO BLOCK	10
310010	DISHWASHING LIQUID	35
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	31
310019	HANDY ANDY	18
310022	MUTTON CLOTH	11
310023	MOP LARGE	03
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	33
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	42
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00030		

Team 1: Patricia Ngoben!

Palesa Tsele

BATCH 00030
STOCK TAKING

ITEM NO	DESCRIPTION	Team 1 Count
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	03
300041	EXAM PAD A4	58
300042	ERASERS	20
300043	FILES-ACCESSIBLE	07
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	51
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	18
300054	PENS UNI BALL EYE FINE	275
300055	PENS UNI BALL EYE MEDIUM	235
300060	POST-IT NOTES 654	84
300063	PRESTIK	25
300064	PUNCH	05
300065	RULERS	72
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	20
300069	STAPLES (BOX)	42
300070	STAPLE REMOVER	27
300071	SCISSORS	25
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	03
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	03
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	05
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	665

300098	FILE DIVIDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	103
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	03
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300115	PAPER A4 80GSM MINT	01
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	09
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	06
310005	BUCKET 25L	08
310007	DISHCLOTH	06
310009	DEO BLOCK	10
310010	DISHWASHING LIQUID	35
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	31
310019	HANDY ANDY	18
310022	MUTTON CLOTH	11
310023	MOP LARGE	03
310027	REFUSE BAGS BLACK	02
310028	STEEL WOOL	17
310029	TOILETPAPER 48S	33
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	42
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00030		

Team 2: Thandi Xaba

Tshepo Baholo

BATCH 00030
STOCK TAKING

ITEM NO	DESCRIPTION	Team 2 Count
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	58
300042	ERASERS	20
300043	FILES-ACCESSIBLE	7
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	51
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	18
300054	PENS UNI BALL EYE FINE	275
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	25
300064	PUNCH	5
300065	RULERS	72
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	20
300069	STAPLES (BOX)	42
300070	STAPLE REMOVER	27
300071	SCISSORS	25
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	315
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	85
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	665



300098	FILE DIVIDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	6
300107	POST-IT FLAGS BANDERITAS	103
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	3
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	1
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	9
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	6
310005	BUCKET 25L	08
310007	DISHCLOTH	6
310009	DEO BLOCK	10
310010	DISHWASHING LIQUID	35
310012	DISINFECTANT CLEANER(DOMESTOS)	01
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	31
310019	HANDY ANDY	18
310022	MUTTON CLOTH	11
310023	MOP LARGE	03
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	33
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	04
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	42
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00030		

Team 2: Thandi Xaba

Tshepo Baholo

BATCH 00030
STOCK TAKING

ITEM NO	DESCRIPTION	Team 2 Count
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	78
300008	CARTONS A4-COLOURED	3
300041	EXAM PAD A4	58
300042	ERASERS	20
300043	FILES-ACCESSIBLE	7
300044	FILES-FOLDER	2025
300045	HIGHLIGHTERS	31
300047	LEAD PENCIL .05	90
300048	MAGIC CLIP (BOX)	51
300049	MAGIC CLIP DISPENSER	66
300050	MARKER ARTLINE	191
300051	POCKET A4 (PACKET)	18
300054	PENS UNI BALL EYE FINE	275
300055	PENS UNI BALL EYE MEDIUM	225
300060	POST-IT NOTES 654	84
300063	PRESTIK	25
300064	PUNCH	5
300065	RULERS	72
300066	RUBBER BANDS (BOX)	34
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	20
300069	STAPLES (BOX)	42
300070	STAPLE REMOVER	27
300071	SCISSORS	25
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	102
300074	WHITE BOARD ERASER	19
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	316
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	3
300079	ENVELOPES 110 X 220	17
300082	PAPER CLIPS GIANT	3
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300090	FILE FASTENER	25
300091	CALCULATOR RIBBON	11
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	66




300098	FILE DIVIDERS COLOURED	25
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	188
300102	TIPPEX CORRECTION FLUID	111
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	103
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300112	PAPER A4 80GSM PINK	03
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8
300115	PAPER A4 80GSM MINT	9
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	8 GB MEMORY STICK	9
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	6
310005	BUCKET 25L	4
310007	DISHCLOTH	6
310009	DEO BLOCK	10
310010	DISHWASHING LIQUID	35
310012	DISINFECTANT CLEANER(DOMESTOS)	1
310015	FLOOR POLISH	13
310016	FURNITURE POLISH(PLEDGE)	31
310019	HANDY ANDY	18
310022	MUTTON CLOTH	11
310023	MOP LARGE	03
310027	REFUSE BAGS BLACK	2
310028	STEEL WOOL	17
310029	TOILETPAPER 48'S	33
310039	POT SCOURERS	40
310040	MULTI PURPOSE CLOTH	10
310041	BUCKET 10L	4
310043	SUNLIGHT SOAP	61
310044	HANDSOAP LUX	16
310045	TOILET DUCK	12
310046	WINDOW SQUEEGEE	29
310050	SWINGBIN BAGS KITCHEN	42
310055	RAGS 15KG	06
310067	TOILET BRUSH	23
BATCH 00030		