



Mirpur University of Science and Technology, Mirpur Azad Kashmir

Utilization Report of Stationary & Printing Material for the Period (2015-2016)

Department: _____

Date: _____

Sr#	Name Of Items	Opening Balance (Quantity)	Purchased During Period (Quantity)	Utilized/Issued During Period (Quantity)	Closing Balance (Quantity)	Remarks
1.	Admission receipt book					
2.	Binding Clip 1" each					
3.	Binding Clip 2"					
4.	Binding spiral					
5.	Binding paper legal					
6.	Binding paper A4					
7.	Binding Machine Large					
8.	Binding Tape each					
9.	Binding Tape 2'					
10.	Binding Tape 2.5 inch each					
11.	Binding Tape 4' inch each					
12.	Binding Clip catcher small					
13.	Binding clip catcher large					
14.	Book File 4'					
15.	Box file					
16.	Calculator Citizen 12 Digits					
17.	Calculator CT 1400 D					
18.	Cash Book					
19.	Chit Pad 2*3					
20.	Chit Pad 3*3					
21.	Chit Pad 3*4					
22.	Cutter					
23.	Course file plastic					
24.	Carbon papers each					
25.	Diary office					
26.	Drawing Pin					
27.	Dusters pieces					
28.	Drafting pad					
29.	Envelope Cloth Legal					
30.	Envelope Brown(registry)					
31.	Envelope (Yellow) 5*11					

32.	Envelope (Yellow) A3					
33.	Envelope (Yellow) A4					
34.	Envelope (Yellow) legal					
35.	Envelope 5*11					
36.	Envelope A3 Size					
37.	Envelope A4 Size					
38.	Envelope file size					
39.	Envelope small size					
40.	Envelop medium size					
41.	Envelope large size					
42.	Envelope Legal Size					
43.	Eraser Large piece each					
44.	File Board					
45.	File folder (hard biding)					
46.	File Box pieces					
47.	File box 4"					
48.	File box 3"					
49.	File box large					
50.	File Clip					
51.	File Cover with dpt name					
52.	File Folder A4					
53.	File Folder Legal Size					
54.	File Folder(For Next Neac Visit)					
55.	Fluid Marker dux					
56.	Foot (scale,ruler) steel each					
57.	flag					
58.	Gum Stick small each					
59.	Gum Stick medium each					
60.	Gum stick large bottle					
61.	Highlighter all color packet					
62.	Ink blue					
63.	Ink black					
64.	Ink marker black					
65.	Ink marker blue					
66.	Ink marker red					
67.	Lamination Sheet A4					
68.	Lamination Sheet legal					
69.	Mail folder box					
70.	Marker Dollar (White Board) black					
71.	Marker Dollar (White Board) blue					
72.	Marker Dollar (White Board) green					

73.	Marker Dollar (White Board)red					
74.	Marker Dollar blue					
75.	Marker Dollar black					
76.	Marker Dollar red					
77.	Marker Dollar green					
78.	Note clip					
79.	Office file box					
80.	Poker					
81.	Paper 1k70g Legal					
82.	Paper 1k70g A4					
83.	Paper A3					
84.	Paper 1k70g A5					
85.	Paper Clip China No.1					
86.	Paper Color Mix A4					
87.	Paper Color Mix Legal					
88.	Paper Double A 100g A4					
89.	Paper Double A 80g Legal					
90.	Paper Double A 80g A4					
91.	Paper Double A 80g A5					
92.	Paper noting legal					
93.	Paper noting A4					
94.	Paper Pin box					
95.	Paper Tape 1' each					
96.	Paper Tape 2'					
97.	Paper cutter large					
98.	Pencil Lead Hb					
99.	Pencil Picasso blue					
100.	Pencil Piano Crystal(Black) packets					
101.	Pencil Piano Crystal(Blue) packets					
102.	Pencil Piano Crystal(Red) packets					
103.	Pencil Uni I SIGNO ball black					
104.	Pencil Uni I SIGNO ball blue					
105.	Pencil Uni I SIGNO ball red					
106.	Pencil uni ball black					
107.	Pencil uni ball red					
108.	Pencil uni ball blue					
109.	Pointer dollar blue					
110.	Pointer dollar black					
111.	Pointer dollar red					
112.	Pencil ball point blue					
113.	Pencil ball point black					

114.	Pencil ball point red					
115.	Pencil Ball Point pelaikan stick pro					
116.	Peon Book					
117.	Planner large					
118.	Punch Machine (Extra Large)					
119.	Punch machine (medium)					
120.	Punch Machine Large					
121.	Punch machine single					
122.	Punch machine double 9730 unt					
123.	Register large					
124.	Register medium					
125.	Register Budget					
126.	Register Stock					
127.	Register Dispatch					
128.	Register Mail Receive					
129.	Register Attendance					
130.	Register Leave					
131.	Register Budget					
132.	Contingent register					
133.	Scientific calculator fx100casio					
134.	Scissor large					
135.	Scissor medium					
136.	Scotch Tape 1"					
137.	Scotch Tape 2" packet					
138.	Scotch Tape 3" packet					
139.	Separator Plastic A4					
140.	Separator Plastic Legal					
141.	Separator (all color) dozon					
142.	Sharpener packets					
143.	Stamp Pad blue					
144.	Stamp Pad black					
145.	Stamp Pad Blue Large					
146.	Stamp Pad INK blue					
147.	Stapler Machine 23/17					
148.	Stapler Machine 24/6					
149.	Stapler Machine 50HD max					
150.	Stapler pin large					
151.	Stapler large fuji 23/245					
152.	Stapler Pin 24/6					
153.	Stapler Pin 23/17					
154.	Stapler Pin no. 10					
155.	Stapler catcher (pin remover)					

156.	Sticky Note Pad Small					
157.	Side rack					
158.	Table Set China					
159.	Table calendar					
160.	Table Set wooden					
161.	Tag packets medium					
162.	Tag small 6" packets					
163.	Tag large 12" bundle					
164.	Thumb Pin					
165.	Thumb Tacks					
166.	Writing pad					
167.	Whitener					
168.	Other items mention bellow this					
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Message by Deputy Treasure:

Fill this Performa according to Utilization Report of stationary and printing items and then email this Microsoft Word (.docx) file to procurement@must.edu.pk as soon as possible.

Thanks!