



**DEPARTAMENTO ADMINISTRATIVO Y FINANCIERO**  
**INVENTARIO POR ALMACEN Y SUMINISTROS**  
**DEL 01 DE ENERO AL 31 DE MARZO 2023**

CÓDIGO	DESCRIPCIÓN	FECHA ÚLTIMA ENTRADA	EXISTENCIA	UNIDAD MEDIDA	VALOR	TOTAL
DG001	Resmas de papel 8 1/2 x 11 UNDS	21/10/2022	35	Unds	\$ 393.53	13,773.38
DG002	Resmas de papel 8 1/2 x 14 UNDS	21/10/2022	3	Unds	\$ 496.10	1,488.30
DG003	Lapicero Fabel Castell Azul UNDS	21/10/2022	0	Unds	\$ 3.26	-
DG004	Lapiz de Carbon UNDS	21/10/2022	45	Unds	\$ 5.00	225.00
DG005	Libretas Rayadas 5 x 8 UNDS	21/10/2022	2	Unds	\$ 21.24	42.48
DG006	Libretas Rayada 8 1/2 x 11 UNDS	21/10/2022	4	Unds	\$ 69.99	279.96
DG007	Marcadores Azul UNDS	21/10/2022	1	Unds	\$ 55.00	55.00
DG008	Marcadores Negro UNDS	21/10/2022	1	Unds	\$ 55.00	55.00
DG009	Marcadores Rojo UNDS	21/10/2022	1	Cajas	\$ 55.00	55.00
DG010	Clip Pequeños Cajas 100/1	21/10/2022	37	Cajas	\$ 17.81	658.97
DG011	Clip Grande Cajas 100/1	21/10/2022	29	Unds	\$ 29.86	865.94
DG012	Resaltadores rosados UNDS	21/10/2022	16	Unds	\$ 29.75	476.00
DG013	Resaltadores verdes UNDS	21/10/2022	3	Unds	\$ 29.75	89.25
DG014	Resaltadores Amarillo Neon UNDS	21/10/2022	10	Unds	\$ 16.52	165.20
DG015	Resaltadores fluorescentes UNDS	21/10/2022	6	Unds	\$ -	-
DG016	Post-it Amarillo UNDS	21/10/2022	0	Unds	\$ 22.42	-
DG017	Post-it Verde UNDS	21/10/2022	0	Unds	\$ -	-
DG018	Post-it Azul UNDS	21/10/2022	0	Unds	\$ -	-
DG019	Post-it Medianos UNDS	21/10/2022	0	Unds	\$ -	-
DG020	Grapadoras UNDS	21/10/2022	3	Unds	\$ 641.90	1,925.70
DG021	Sacagrapas UNDS	21/10/2022	0	Cajas	\$ 23.00	-
DG022	Grapas 13 mm Cajas	21/10/2022	12	Cajas	\$ 75.00	900.00
DG023	Grapas 20 mm Cajas	21/10/2022	8	Cajas	\$ 75.00	600.00
DG024	Grapas Bostitch Standard Cajas	21/10/2022	0	Unds	\$ 60.00	-
DG025	Perforadora 2 hoyos UNDS	21/10/2022	7	Unds	\$ 525.83	3,680.81
DG026	Perforadora 3 hoyos UNDS	21/10/2022	0	Unds	\$ 499.17	-
DG027	Rollos de papel Maquina Sumadora	21/10/2022	14	Unds	\$ 21.24	297.36
DG028	Reglas de Metal UNDS	21/10/2022	0	Unds	\$ -	-
DG029	Sobre Manila Blanco 8 1/2 x 11 UNDS	21/10/2022	0	Unds	\$ -	-
DG030	Sobre Manila Blanco 8 1/2 x 14 UNDS	21/10/2022	19	Unds	\$ -	-
DG031	Teclados Dell UNDS	21/10/2022	3	Unds	\$ 1,285.83	3,857.49
DG032	Tijeras UNDS	21/10/2022	2	Unds	\$ 112.10	224.20
DG033	Folders Pendaflex Cartas Cajas 25/1	21/10/2022	0	Unds	\$ -	-
DG034	Folders Pendaflex Legal Cajas 25/1	21/10/2022	3	Unds	\$ 32.00	96.00
DG035	Folders Manila 8 1/2 x 11 UNDS	21/10/2022	394	Unds	\$ 4.16	1,637.07
DG036	Carpeta C/Cover 2"BCA WJ UNDS	21/10/2022	0	Unds	\$ 260.56	-
DG037	Carpeta C/Cover 4"BCA UNDS	21/10/2022	0	Unds	\$ 457.84	-
DG038	Cartucho Tinta 950 Negro Printer HP UNDS	21/10/2022	1	Unds	\$ -	-
DG039	Cartucho Tinta 951 Amarillo Printer HP UNDS	21/10/2022	2	Unds	\$ 2,244.59	4,489.18
DG040	Cartucho Tinta 950 Rojo Printer HP UNDS	21/10/2022	2	Unds	\$ 2,244.59	4,489.18

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DG041	Cartucho Tinta 950 Azul Printer HP UNDS	21/10/2022	1	Unds	\$ -	-
DG042	Cartucho Tinta Amarilla 664 Printer Epson UNDS	21/10/2022	4	Unds	\$ 2,244.59	8,978.36
DG043	Cartucho Tinta Azul 664 Printer Epson UNDS	21/10/2022	5	Unds	\$ 2,244.59	11,222.95
DG044	Cartucho Tinta Roja 664 Printer Epson UNDS	21/10/2022	4	Unds	\$ 2,244.59	8,978.36
DG045	Toner GPR-39 IR-1730 ORG	21/10/2022	1	Cajas	\$ 5,577.86	5,577.86
DG046	Ganchos para Archivar Caja	21/10/2022	0	Unds	\$ 82.60	-
DG047	Cinta Adhesivas transparente Grande UNDS	21/10/2022	0	Unds	\$ 89.68	-
DG048	Cinta Adhesivas transparente pequeña UNDS	21/10/2022	0	Unds	\$ 50.00	-
DG049	Cinta Maquina de Escribir UNDS	21/10/2022	2	Unds	\$ 500.00	1,000.00
DG050	Cola Sintetica Blanca ( Ega) UNDS	21/10/2022	2	Unds	\$ 87.32	174.64
DG051	UHU Stic UNDS	21/10/2022	0	Unds	\$ -	-
DG052	Cera para Contar Paginas UNDS	21/10/2022	0	Unds	\$ -	-
DG053	Etiquetas Labels para folders UNDS	21/10/2022	1	Unds	\$ 74.00	74.00
DG054	Corrector Liquido Tipo Lapiz UNDS	21/10/2022	5	Unds	\$ 23.60	118.00
DG055	Corrector Liquido BROCHAS UNDS	21/10/2022	0	Unds	\$ -	-
DG056	Libro Record de 300 Pag UNDS	21/10/2022	1	Unds	\$ 329.99	329.99
DG057	Maquina Sumadora Sharp 2630P UNDS	21/10/2022	2	Unds	\$ 8,922.27	17,844.54
DG058	Tinta Almohadilla Sello Rojo UNDS	21/10/2022	1	Unds	\$ 99.00	99.00
DG059	Tinta Almohadilla Sello Azul UNDS	21/10/2022	1	Unds	\$ 99.00	99.00
DG060	DVD-R UNDS	21/10/2022	50	Unds	\$ 25.00	1,250.00
DG061	CD-R UNDS	21/10/2022	100	Cajas	\$ 25.00	2,500.00
DG062	Espiral Encuadernacion 3/4 CAJAS	21/10/2022	0	Cajas	\$ 725.00	-
DG063	Espiral Encuadernacion 9/16 CAJAS	21/10/2022	0	Cajas	\$ 725.00	-
DG064	Espiral Encuadernacion 5/8 CAJAS	21/10/2022	0	Cajas	\$ 725.00	-
DG065	Espiral Encuadernacion 1 CAJAS	21/10/2022	0	Cajas	\$ 725.00	-
DG066	Espiral Encuadernacion 1/4 CAJAS	21/10/2022	0	Cajas	\$ 725.00	-
DG067	Espiral Encuadernacion 1/2 CAJAS	21/10/2022	0	Cajas	\$ 725.00	-
DG068	Espiral Encuadernacion 3/8 CAJAS	21/10/2022	0	Cajas	\$ -	-
DG069	Espiral Encuadernacion 8 mm CAJAS	21/10/2022	0	Unds	\$ -	-
DG070	Binder Clip Billeteros 15mm UNDS	21/10/2022	26	Unds	\$ 2.75	71.50
DG071	Binder Clip Billeteros 25mm UNDS	21/10/2022	0	Unds	\$ 4.91	-
DG072	Binder Clip Billeteros 41mm UNDS	21/10/2022	3	Unds	\$ 17.70	53.10
DG073	Sobre Manila Blanco 9 1/2 x 12 UNDS	21/10/2022	0	Unds	\$ -	-
DG074	Binder Clip Billeteros 32mm UNDS	21/10/2022	0	Unds	\$ 7.50	-
DG075	Lapicero Bic Azul UNDS	21/10/2022	0	Unds	\$ 5.00	-
DG076	Folder de Bolsillo Color Verde	21/10/2022	0	Unds	\$ -	-
DG077	Folder de Bolsillo Color Azul	21/10/2022	0	Unds	\$ -	-
DG078	Zafacones de Oficina Metal	21/10/2022	0	Unds	\$ -	-
DG079	Mouse Pad	21/10/2022	4	Cajas	\$ 148.79	595.16
DG080	Banditas Gomas	21/10/2022	0	Paq.	\$ 25.96	-
DG081	Post-it Banderita indicador de Firmas	21/10/2022	0	Unds	\$ 237.18	-
DG082	Bandejas de Escritorio Completo	21/10/2022	0	Unds	\$ -	-
DG083	Mouse USB	21/10/2022	0	Unds	\$ 1,174.10	-
DG084	Memoria USB 16 GB	21/10/2022	1	Unds	\$ 1,174.10	1,174.10
DG085	Toner HP 204A-CF512A- Amarillo	21/10/2022	4	Unds	\$ 3,894.00	15,576.00
DG086	Toner HP 204A-CF510A- Negro	21/10/2022	1	Unds	\$ 3,540.00	3,540.00
DG087	Toner HP 204A-CF513A- Magneta	21/10/2022	4	Unds	\$ 3,894.00	15,576.00
DG088	Toner HP 204A-CF511A- Cyan	21/10/2022	4	Unds	\$ 3,894.00	15,576.00
DG089	Ega Blanca 8.75oz	21/10/2022	2	Unds	\$ -	-
DG090	Tablilla de Madera 8 1/2 x 11	21/10/2022	0	Unds	\$ 115.64	-

DG091	Sobres Tamaño 9x12 full color, tiro y retiro	21/10/2022	0	Unds	\$ -	-
DG092	Sobre Tipo Carta full color, tiro y retiro	21/10/2022	0	Unds	\$ -	-
DG093	Carpeta de Bolsillo full color, tiro y retiro	21/10/2022	0	Unds	\$ -	-
DG094	Dispensador de Cinta Scotch	21/10/2022	4	Unds	\$ 315.43	1,261.72
DG095	Reglas Plásticas 12" Clear	21/10/2022	1	Unds	\$ 20.02	20.02
DG096	Cesto de Metal Red	21/10/2022	0	Unds	\$ 382.63	-
DG097	Bolígrafos Mape Rojos	21/10/2022	0	Unds	\$ 8.72	-
DG098	Toner HP-136A- W1360A- Negro	21/10/2022	0	Unds	\$ 5,063.13	-
DG099	Binder Clip Billeteros 51mm UNDS	21/10/2022	29	Unds	\$ 11.31	327.96
DG100	Toner GPR-43 EXV39	21/10/2022	2	Unds	\$ 4,743.77	9,487.54
DG101	Felpa Azul punta dura (punta fina)	21/10/2022	6	Unds	\$ 17.70	106.20
DG102	Caja Chica Pequeña	21/10/2022	0	Unds	\$ 649.00	-
DG103	Post-it Banderitas UNDS (indicador de firma)	21/10/2022	0	Unds	\$ 232.46	-
DG104	Lapicero Azul Beifa	21/10/2022	0	Unds	\$ 5.00	-
DG105	Sobre Manila Amarillo 8 1/2 x 11 UNDS	21/10/2022	46	Unds	\$ 3.29	151.34
DG106	Sobre Manila Amarillo 8 1/2 x 14 UNDS	21/10/2022	0	Unds	\$ 6.49	-
<b>TOTAL</b>					<b>\$</b>	<b>162,189.81</b>

Preparado por:

  
**Juan José Aybar Rodríguez**  
 Enc. División de Contabilidad



Revisado por:

  
**Luis German Pérez Bidó**  
 Enc. Depto. Administrativo y Financiero

