# FORMATO CONTROL DE ENTRADA Y SALIDA DE PAPELERÍA PEDAGÓGICO

UNIDAD OPERATIVA: JARDIN INFANTIL COLOR KIDS

MES: SEPTIEMBRE AÑO: 2024 RESPONSABLE DEL SERVICIO: ELIZABETH DIAZ ASOCIADO FUNDACION MANOS UNIDAS DE COLOMBIA

| ELEMENTO | PRESENTACIÓN | PRIMERA SEMANA: SALDO SEMANA ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | L 2 | M 3 | MC 4 | J 5 | V 6 | SEGUNDA SEMANA: SALDO ITEMS ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | L 9 | M 10 | MC 11 | J 12 | V 13 | TERCERA SEMANA: FECHA DE INGRESO | CANTIDAD QUE INGRESA | L 16 | M 17 | MC 18 | J 19 | V 20 | CUARTA SEMANA: FECHA DE INGRESO | CANTIDAD QUE INGRESA | L 23 | M 24 | MC 25 | J 26 | V 27 | QUINTA SEMANA: SALDO SEM | FECHA DE INGRESO | PRODUCTO QUE INGRESA | L 30 | M | MC | J | V | SALDO MES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BOMBAS SURTIDAS | PAQUETE X 5 | 30 | 3 | 100 | | | | 20 | | 80 | 0 | 0 | | 20 | 20 | | | 40 | 0 | 0 | | | 20 | | 20 | 0 | 0 | | 10 | 10 | | | 0 | 0 | 0 | | | | | | 0 |
| CARTON CARTULINA | PLIEGOS | 1 | 0 | 0 | | | | | | 1 | 0 | 0 | 1 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| CARTULINA BRISTOL | PLIEGOS | 1 | 3 | 5 | 1 | | | | | 5 | 0 | 0 | | | | | 2 | 3 | 0 | 0 | | | | | 3 | 0 | 0 | | | 3 | | 0 | 0 | 0 | | | | | | 0 |
| CARTULINA BRISTOL 1/8 | PAQUETE X 10 | 90 | 3 | 100 | 40 | | | | 20 | 130 | 0 | 0 | 20 | 20 | 30 | | | 60 | 0 | 0 | | 10 | 10 | | 40 | 0 | 0 | | 20 | | 20 | | 0 | 0 | 0 | | | | | | 0 |
| CARTULINA NEGRA | PLIEGOS | 2 | 0 | 0 | | | | | 1 | 1 | 0 | 0 | 1 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| CARTULINA CALIPSO X 1/2 | UNIDADES | 7 | 3 | 10 | 3 | | | | | 14 | 0 | 0 | | 5 | | | | 9 | 0 | 0 | | | | | 9 | 0 | 0 | | 5 | 4 | | 0 | 0 | 0 | | | | | | 0 |
| CARTULINA NEGRA 1/8 | UNIDADES | 6 | 3 | 50 | 6 | | | | | 50 | 0 | 0 | | 10 | | | | 40 | 0 | 0 | | 10 | | | 30 | 0 | 0 | | | | | 30 | 0 | 0 | | | | | | 30 |
| FOAMY MATE 1/8 | PAQUETE X 10 | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| FOMY CUATRO CARTAS | UNIDADES | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| FOMY ESCARCHADO X 1/8 | UNIDADES | 23 | 3 | 50 | 10 | | | | 10 | 53 | 0 | 0 | 3 | 2 | | | | 48 | 0 | 0 | | | | | 48 | 0 | 0 | 3 | 10 | 5 | | 30 | 0 | 0 | 10 | | | | | 20 |
| FOAMY MATE 50X70 | PAQUETE X 10 | 2 | 0 | 0 | | | | | | 2 | 0 | 0 | | | | | | 2 | 0 | 0 | 2 | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| PAPEL CELOFAN | MANOS X 25 | 85 | 0 | 0 | 10 | | | | 10 | 65 | 0 | 0 | | 10 | | | | 55 | 0 | 0 | | 5 | | | 50 | 0 | 0 | | | 5 | 5 | 40 | 0 | 0 | | | | | | 40 |
| PAPEL CREPE | PAQUETE X 10 | 20 | 0 | 0 | | | | | | 20 | 0 | 0 | | | | | | 20 | 0 | 0 | | | | | 20 | 0 | 0 | 10 | | | | 10 | 0 | 0 | 10 | | | | | 0 |
| PAPEL CREPE NEÓN | pliq x 8 | 27 | 0 | 0 | | | | | | 27 | 0 | 0 | | 2 | 5 | | | 20 | 0 | 0 | | | | | 20 | 0 | 0 | | 5 | | | 15 | 0 | 0 | | | | | | 15 |
| PAPEL SEDA | MANO X 25 | 80 | 0 | 0 | | | | | | 80 | 0 | 0 | | 5 | 5 | | | 70 | 0 | 0 | | 10 | | | 60 | 0 | 0 | | | | 15 | 45 | 0 | 0 | | | | | 45 |
| PEGANTE PAYASITO | KILO | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| PLASTILINA JUMBO 55 GR X 12 | PAQUETE X 12 | 40 | 3 | 36 | 10 | | | | | 66 | 0 | 0 | | | 10 | | 2 | 44 | 0 | 0 | | 5 | | | 39 | 0 | 0 | | 10 | | | 29 | 0 | 0 | 5 | | | | | 24 |
| ROLLO PAPEL KRAFF | PLIEGOS | 50 | 0 | 0 | 10 | | | | | 40 | 0 | 0 | 5 | | 10 | | | 15 | 0 | 0 | | | | | 15 | 0 | 0 | 10 | | 5 | | 0 | 0 | 0 | | | | | | 0 |
| TELA QUIRURGICA | METROS | 3 | 3 | 10 | 3 | | | | | 10 | 0 | 0 | | 2 | | | | 8 | 0 | 0 | | | 4 | | 4 | 0 | 0 | | | | | 4 | 0 | 0 | 4 | | | | | 0 |
| HILO CAUCHO | METROS | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| CONTAC POR 3 METROS SURTIDOS | METROS | 2 | 0 | 0 | | | | | | 2 | 0 | 0 | | | | | | 2 | 0 | 0 | | | 2 | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| PLASTICO BURBUJA | METROS | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| VINILO ACRILICO X 1000GR | UNIDADES | 0 | 3 | 5 | | | | | | 5 | 0 | 0 | | | | 1 | | 4 | 0 | 0 | | | 2 | | 2 | 0 | 0 | | | 2 | | 0 | 0 | 0 | | | | | | 0 |
| CARTULINA ARTE X 1/8 | PAQUETE X 10 | 0 | 3 | 100 | | | | | | 100 | 0 | 0 | 10 | | | 20 | | 70 | 0 | 0 | | | 20 | | 50 | 0 | 0 | 20 | 10 | | 10 | 10 | 0 | 0 | | | | | | 10 |
| PINCEL REDONDO | UNIDADES | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | | | 0 |
| BURBUJERO X 60 ML | UNIDADES | 7 | 0 | 0 | | | | | | 7 | 0 | 0 | | 2 | | | | 5 | 0 | 0 | | | | | 5 | 0 | 0 | | | | 2 | 3 | 0 | 0 | | | | | | 3 |

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# FORMATO CONTROL DE ENTRADA Y SALIDA DE PAPELERÍA PEDAGÓGICO

UNIDAD OPERATIVA: JARDIN INFANTIL COLOR KIDS

MES: SEPTIEMBRE AÑO: 2024 RESPONSABLE DEL SERVICIO: ELIZABETH DIAZ

ASOCIADO FUNDACION MANOS UNIDAS DE COLOMBIA

| ELEMENTO | PRESENTACIÓN | PRIMERA SEMANA | | | | | | | | | SEGUNDA SEMANA | | | | | | | | | | TERCERA SEMANA | | | | | | | | | | CUARTA SEMANA | | | | | | | | | | QUINTA SEMANA | | | | | | | | | | SALDO MES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | SALDO SEMANA ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | CANTIDAD QUE SALE L | CANTIDAD QUE SALE M | CANTIDAD QUE SALE MC | CANTIDAD QUE SALE J | CANTIDAD QUE SALE V | DÍA CALENDARIO 2 | DÍA CALENDARIO 3 | DÍA CALENDARIO 4 | DÍA CALENDARIO 5 | DÍA CALENDARIO 6 | SALDO SEMANA ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | DÍA CALENDARIO 9 | DÍA CALENDARIO 10 | DÍA CALENDARIO 11 | DÍA CALENDARIO 12 | DÍA CALENDARIO 13 | FECHA DE INGRESO | CANTIDAD QUE INGRESA | DÍA CALENDARIO 16 | DÍA CALENDARIO 17 | DÍA CALENDARIO 18 | DÍA CALENDARIO 19 | DÍA CALENDARIO 20 | FECHA DE INGRESO | CANTIDAD QUE INGRESA | CANTIDAD QUE SALE L | CANTIDAD QUE SALE M | CANTIDAD QUE SALE MC | CANTIDAD QUE SALE J | CANTIDAD QUE SALE V | DÍA CALENDARIO 23 | DÍA CALENDARIO 24 | DÍA CALENDARIO 25 | DÍA CALENDARIO 26 | DÍA CALENDARIO 27 | SALDO SEMANA | FECHA DE INGRESO | CANTIDAD QUE INGRESA | CANT DAD QUE SALE L | CANT DAD QUE SALE M | CANT DAD QUE SALE MC | CANT DAD QUE SALE J | CANT DAD QUE SALE V | DÍA CALENDARIO 30 | |
| BOLAS DE HIDROGEL | UNIDADES | 18 | 3 | 0 | | | | | | | | | | | 18 | 0 | 0 | | | | | | 18 | 0 | 0 | | | | | | | | | | | | | 18 | 0 | 0 | | | | | | | | 18 |
| LENTEJUELAS CON DISEÑOS X 50 | BOLSA | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | 0 | | | | | | 18 | 0 | 0 | | | | | | | | | | | | | 18 | 0 | 0 | | | | | | | | 18 |
| PINCEL PLANO | UNIDADES | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | | | | | | | | 18 | 0 | 6 | | | | | | | | 0 |
| PIMPONES | UNIDADES | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 | 0 | | | | | | | | 0 |
| POMPONES DE COLORES | PAQ X 100 | 0 | 3 | 3 | | | | | | | | | | | 3 | 0 | 0 | | | 1 | | | 2 | 0 | 0 | | | | | | | | | | | | | 0 | 0 | 0 | | | | | | | | 0 |
| PALO DE PALETA X 500 | PAQUETE | 0 | 3 | 500 | | | | | | | | | | | 500 | 0 | 0 | | | | 100 | | 400 | 0 | 0 | | | 100 | | | | | | | | | | 0 | 0 | 0 | | | | | | | | 1 |
| BLOCK IRIS OFICIO | UNIDADES | 1 | 3 | 6 | | 1 | | | 1 | | | | | | 4 | 0 | 0 | | | | | | 4 | 0 | 0 | | | 2 | | | | | | | | | | 300 | 0 | 0 | | | | | | | | 300 |
| BLOCK ORIGAMY | UNIDADES | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | | | | | | | | 2 | 0 | 0 | | | | | | | | 1 |
| CARTON PAJA | PAQUETE X 50 | 20 | 0 | 0 | | | | | | | | | | | 20 | 0 | 0 | | | | | | 20 | 0 | 0 | | 10 | | | | | | | | | | | 10 | 0 | 0 | | | | | | | | 0 |
| PLASTIFOAMY | PAQ X 8 | 3 | 3 | 4 | 2 | | | | | | | | | | 5 | 0 | 0 | | | | | | 5 | 0 | 0 | | | | | | | | | | | | | 0 | 0 | 0 | | | | | | | | 0 |
| VINILO COLORES NEON | UNIDADES | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | | | | | | | | | | | | | 5 | 0 | 0 | | | | | | | | 0 |
| LIENZO BASTIDOR | UNIDADES | 0 | 3 | 20 | | | | | | | | | | | 20 | 0 | 0 | | | | | | 20 | 0 | 0 | | 20 | | | | | | | | | | | 0 | 0 | 0 | | | | | | | | 0 |
| CINTA DOBLE FAZ | UNIDADES | 0 | 3 | 3 | | | | | | | | | | | 3 | 0 | 0 | | 1 | | | | 2 | 0 | 0 | | | | | | | | | | | | | 2 | 0 | 0 | | | | | | | | 1 |
| Pintacaritas | Uno | 12 | 0 | 0 | | | | | | | | | | | 12 | 0 | 0 | | | 12 | | | 0 | 0 | 0 | | | | | | | | | | | | | 0 | 0 | 0 | | | | | | | | 0 |
| Crayones jumbo | Caja x 10 | 4 | 0 | 0 | | | | | | | | | | | 4 | 0 | 0 | | | | | | 4 | 0 | 0 | 2 | | | | | | | | | | | | 2 | 0 | 0 | 2 | | | | | | | 0 |
| pincel # 6 | unidad | 17 | 0 | 0 | | 5 | | | | | | | | | 12 | 0 | 0 | | | | | | 12 | 0 | 0 | | | 12 | | | | | | | | | | 0 | 0 | 0 | | | | | | | | 0 |
| papel Holografico | Paq x 10 | 90 | 0 | 100 | 20 | | | | | | | | | | 180 | 0 | 0 | | | | | | 180 | 0 | 0 | 10 | | 10 | | | | | | | | | | 160 | 0 | 0 | | | | 10 | | | | 150 |
| palo de pincho | paq x 100 | 65 | 0 | 0 | | | | | | | | | | | 65 | 0 | 0 | | | | | | 65 | 0 | 0 | | | | | | | | | | | | | 65 | 0 | 0 | | | | | | 20 | | 40 |
| Cinta tela | color x 10 mt | 1 | 0 | 0 | | | | | | | | | | | 1 | 0 | 0 | | | | | | 1 | 0 | 0 | | | | | | | | | | | | | 1 | 0 | 0 | | | | | | | | 0 |
| Algodon | paq x 50 gr | 1 | 0 | 0 | | | | | | | | | | | 1 | 0 | 0 | | | | | | 1 | 0 | 0 | | | | | | | | | | | | | 0 | 0 | 0 | | | | | | | | 0 |

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| Enero | unidad | 18 | 0 | 0 | | | | | 18 | 0 | 0 | | | | 18 | 0 | 0 | | | | 18 | 0 | 0 | | | | | | | 18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| collar Hawaiano | unidad | 5 | 0 | 0 | | | | | 5 | 0 | 0 | | 5 | | 0 | 0 | 0 | | | | 0 | 0 | 0 | | | | | | | 0 |
| Mercado grafico | cajax 20 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | | | | 0 | 0 | 0 | | | | 0 | 0 | 0 | | | | | | | 0 |
| Cinta doble Faz | unidades | 0 | 3 | 3 | | | | | 3 | 0 | 0 | | 1 | | 2 | 0 | 0 | | 1 | | 1 | 0 | 0 | | 1 | | 0 | 0 | 0 | 0 |
| Kinder Escolar | 29x42 | 0 | 3 | 36 | | | | | 36 | 0 | 0 | | 3 | | 33 | 0 | 0 | | 5 | | 28 | 0 | 0 | | 3 | | 25 | 0 | 0 | 25 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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