# FORMATO CONTROL DE ENTRADA Y SALIDA DE PAPELERÍA : NIÑOS Y NIÑAS

**UNIDAD OPERATIVA:** JARDÍN INFANTIL SAN PABLO MANITOS UNIDAS

**MES:** FEBRERO **AÑO:** 2026 **RESPONSABLE DEL SERVICIO:** GIOVANNA MARCELA MARIN VANEGAS **ASOCIADO** FUNDACION MANOS UNIDAS DE COLOMBIA

| ELEMENTO | PRESENTACIÓN | PRIMERA SEMANA | | | | | | | | | | SEGUNDA SEMANA | | | | | | | | | | TERCERA SEMANA | | | | | | | | | | CUARTA SEMANA | | | | | | | | | | QUINTA SEMANA | | | | | | | | | | SALDO MES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | SALDO MES ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | CANTIDAD QUE SALE L | M | MC | J | V | DÍA CALENDARIO 2 | 3 | 4 | 5 | 6 | SALDO SEMANA ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | CANTIDAD QUE SALE L | M | MC | J | V | DÍA CALENDARIO 9 | 10 | 11 | 12 | 13 | SALDO SEMANA ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | CANTIDAD QUE SALE L | M | MC | J | V | DÍA CALENDARIO 16 | 17 | 18 | 19 | 20 | SALDO SEMANA ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | CANTIDAD QUE SALE L | M | MC | J | V | DÍA CALENDARIO 23 | 24 | 25 | 26 | 27 | SALDO SEMANA ANTERIOR | FECHA DE INGRESO | CANTIDAD QUE INGRESA | CANTIDAD QUE SALE L | M | MC | J | V | DÍA CALENDARIO | | | | | |
| ALGODÓN | PAQ X50 GR | 1 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| BLOCK ORIGAMI | 20X20 25 und | 7 | | | | | | | | 0 | 0 | 1 | 0 | 0 | 6 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 1 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | |
| BLOCK PAPEL PERGAMINO | X 25 HOJAS | 5 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | |
| BOLSA DE ICOPOR in CM | X UND | 19 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 19 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 19 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 19 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | |
| CARTULINA ARTE cm | X 10 UND | 5 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 1 | 4 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| CARTULINA CALIPSO | X 1/2 PLIEGO | 3 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| CARTULINA NEGRA | PLIEGO | 7 | | | | | | | | 0 | 2 | 3 | 0 | 0 | 2 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | | | | | | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | |
| COLORES KORES JUMBO TRIANGULAR | CAJA X12 UND | 2 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| LAPIZ JUMBO TRIANGULAR KORES | CAJA X12 UND | 1 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIENZO CON BASTIDOR BLANCO | 20X20 | 2 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| PALOS DE PALETA NATURAL | PAQ X1000 | 635 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 635 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 635 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 635 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 635 | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAPEL CREPE COLOR SURTIDO | PAQ X 10 UND | 3 | | | | | | | | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAPEL SEDA BLANCO | ROLLO X 25 UND | 1 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| POMPONES MEDIANOS COLORES SURTIDOS | X 100 UND | 1 | | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 0 | 1 | 0 | 0 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |

**RESPONSABLE DEL DILIGENCIAMIENTO**

NOMBRES Y APELLIDOS COMPLETOS: LILIBETH SOBRINO CHARRY TIPO DE DOCUMENTO: C.C Nó de DOCUMENTO DE IDENTIDAD: 22570881 CARGO: AUXILIAR EN ATENCIÓN PRIMERA INFANCIA

PARA DILIGENCIAR ESTE FORMATO, VER INSTRUCCIONES PARA EL DILIGENCIAMIENTO.

OBSERVACIONES:

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