



Consejo Económico y Social
Inventario de materiales y bienes de consumo
Mayo 2024

DESCRIPCIÓN	COSTO INVENTARIO AL 30 DE ABRIL	COMPRAS DE MAYO		INVENTARIO PARA CONSUMO	CONSUMO DE MAYO	INVENTARIO AL 31 DE MAYO		
		UNIDADES	COSTO			UNIDADES EXISTENTES	COSTO UNITARIO	COSTO TOTAL
SUMINISTROS Y ÚTILES DE COCINA								
CAFÉ MOLIDO 1BL	1,711.00	30	10,045.02	11,756.02	3,543.22	24	342.20	8,212.80
VASOS DESECHABLES 7ONZ	1,132.80	0	0.00	1,132.80	944.00	2	94.40	188.80
JABON DE FREGAR EN BOLA	368.16	0	0.00	368.16	153.40	7	30.68	214.76
JABÓN LIQUIDO PARA MANOS 500ML	472.00	6	885.00	1,357.00	472.00	6	147.50	885.00
PAPEL TOALLA JUMBO	0.00	24	3,717.00	3,717.00	3,717.00	12	0.00	0.00
ESPONJAS DE FREGAR	0.00	12	265.50	265.50	265.50	8	0.00	0.00
TE EN SABORES VARIADOS	2,442.60	15	5,973.75	8,416.35	3,259.75	19	271.40	5,156.60
SERVILLETAS DE PAPEL	885.00	8	1,239.00	2,124.00	1,239.00	5	177.00	885.00
PAPEL HIGIENICO 12/1	0.00	2	501.50	501.50	452.34	1	49.16	49.16
SPRAY PARA EL BAÑO OLOR VAINILLA	991.20	0	0.00	991.20	371.70	5	123.90	619.50
FILTROS DE PAPEL PARA CAFETERA	230.10	0	0.00	230.10	0.00	1	230.10	230.10
AZUCAR CREMA SLIB	0.00	5	967.15	967.15	967.15	3	0.00	0.00
FALDOS DE BOTELLAS DE AGUA	1,382.50	0	0.00	1,382.50	395.00	5	197.50	987.50
CREMORA 2LIB	3,186.00	0	0.00	3,186.00	531.00	5	531.00	2,655.00
DESINFECTANTE EN AEROSOL	4,177.20	5	3,429.38	7,606.58	644.58	10	696.20	6,962.00
CAJA 50/1 MASCARILLAS BLANCAS	675.00	0	0.00	675.00	0.00	1	675.00	675.00
CAJA 50/1 MASCARILLAS NEGRAS	171.10	0	0.00	171.10	0.00	1	171.10	171.10
ENJUAGUE BUCAL	2,973.60	0	0.00	2,973.60	424.80	6	424.80	2,548.80
CAJA AZUCAR SPLENDA	0.00	1	2,190.38	2,190.38	2,190.38	0	0.00	0.00
ALCOHOL ISOPROPÍLICO 70%	590.00	0	0.00	590.00	590.00	0	590.00	0.00
FUNDAS NEGRAS 5G	0.00	0	0.00	0.00	0.00	0	0.00	0.00
FUNDAS NEGRAS 55G	885.00	0	0.00	885.00	0.00	1	885.00	885.00
GEL ANTIBACTERIAL	0.00	0	0.00	0.00	0.00	0	0.00	0.00
VASOS PLÁSTICO NO. 1.5 PARA CAFÉ	354.00	0	0.00	354.00	0.00	2	177.00	354.00
SUBTOTAL=	22,627.26		29,213.68	51,840.94	20,160.82			31,680.12
MATERIAL GASTABLE DE OFICINA								
RESMA DE PAPEL BOND 20 8 1/2X11	289.10	30	8,673.00	8,962.10	1,734.60	25	289.10	7,227.50
PAPEL BOND 20 8 1/2X14	1,087.96	0	0.00	1,087.96	0.00	2	543.98	1,087.96
LIBRETA 5 X 8 BLANCA**	864.00	0	0.00	864.00	0.00	36	24.00	864.00
LIBRETA 5 X 8 AMARILLO**	336.00	0	0.00	336.00	0.00	14	24.00	336.00
CAJA DE FOLDER 8 1/2X11 VERDE	1,135.36	1	1,246.08	2,381.44	110.72	2	1,135.36	2,270.72
CAJA DE FOLDER 8 1/2X11 AZUL	1,121.00	0	0.00	1,121.00	840.75	25	11.21	280.25
FOLDERS8 1/2 X 11 MANILA 1/100	283.20	0	0.00	283.20	0.00	1	283.20	283.20
FOLDERS8 1/2 X 11 ROJO 1/125	825.00	0	0.00	825.00	0.00	1	825.00	825.00
FOLDERS 8 1/2 X 11 AMARILLO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
MOUSE PAD ERGONÓMICO EN GEL	0.00	0	0.00	0.00	0.00	0	0.00	0.00
GEL	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CARPETA3"	1,879.90	0	0.00	1,879.90	375.98	8	187.99	1,503.92
HIGHLAND**	931.84	0	0.00	931.84	0.00	13	71.68	931.84
CAJITAS CLIP BILLETERO DE 51MM	265.08	0	0.00	265.08	0.00	2	132.54	265.08
CLIPS BILLETEROS DE 1 1/4 (32MM)	141.60	0	0.00	141.60	0.00	2	70.80	141.60
CLIPS BILLETEROS DE 1" (25MM)	160.00	0	0.00	160.00	0.00	4	40.00	160.00
CAJITAS CLIP BILLETERO 1 5/8 41MM	198.00	0	0.00	198.00	0.00	2	99.00	198.00
CAJITAS DE CLIPS NO.1 PEQ.	101.78	4	59.00	160.78	0.00	9	17.86	160.74
CAJITAS DE CLIP NO.2 JUMBO	29.02	10	413.00	442.02	0.00	11	40.18	441.98
FELPAS AZULES	540.00	0	0.00	540.00	0.00	12	45.00	540.00
FELPAS NEGRAS	495.00	0	0.00	495.00	0.00	11	45.00	495.00
FELPAS ROJAS	585.00	0	0.00	585.00	0.00	13	45.00	585.00
BOLIGRAFOS BIC ROUND STIC 1/12 NEGRO	330.00	0	0.00	330.00	0.00	3	110.00	330.00
LAPICES #2	1,200.00	10	1,000.00	2,200.00	500.00	17	100.00	1,700.00
CORRECTOR LIQUIDO	389.40	0	0.00	389.40	0.00	10	38.94	389.40
BORRANTE MAPED TECHNIC 600	37.76	0	0.00	37.76	0.00	2	18.88	37.76
PILA DURACEL AAA 4/1	0.00	2	483.80	483.80	0.00	2	241.90	483.80
PILA DURACEL AA 4/1	0.00	2	483.80	483.80	0.00	2	241.90	483.80
POST IT - 3X3 COLORES NEON	159.30	0	0.00	159.30	0.00	3	53.10	159.30
POST IT BANDERITAS	0.00	0	0.00	0.00	0.00	0	0.00	0.00
1400UD	685.00	1	1,017.16	1,702.16	0.00	2	851.08	1,702.16
LABELS 1X2 5/8 MACO(3000)	685.00	0	0.00	685.00	0.00	1	685.00	685.00
FOLDERS 8 1/2 X 11 NARANJA 1/125	1,246.08	0	0.00	1,246.08	0.00	1	1,246.08	1,246.08
SOBRE DE MANILA 9X12	40.60	0	0.00	40.60	0.00	14	2.90	40.60
SOBRE DE MANILA 9X13	187.50	0	0.00	187.50	0.00	50	3.75	187.50
BOLIGRAFOS 1/12 AZUL	1,023.60	6	570.00	1,593.60	0.00	16	99.60	1,593.60
BOLIGRAFOS 1/12 ROJO	189.84	0	0.00	189.84	0.00	24	7.91	189.84

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		UNIDADES	COSTO			UNIDADES EXISTENTES	COSTO UNITARIO	COSTO TOTAL
PEGAMENTO STICK UHU 2IGR	0.00	0	0.00	0.00	0.00	0	0.00	0.00
PEGAMENTO STICK UHU 40GR	424.80	10	708.00	1,132.80	0.00	13	87.14	1,132.79
PORTA CLIPS MAGNÉTICO	152.22	0	0.00	152.22	0.00	3	50.74	152.22
PORTA LAPIZ REDONDO Y CUADRADO METAL NEGRO	123.90	2	177.00	300.90	200.60	1	100.30	100.30
SACAPUNTA CON DEPÓSITO	123.90	0	0.00	123.90	0.00	3	41.30	123.90
SACA GRAPAS	120.00	0	0.00	120.00	0.00	4	30.00	120.00
GRAPADORAS	0.00	2	1,003.00	1,003.00	1,003.00	2	0.00	0.00
REGLAS PLÁSTICAS	11.00	0	0.00	11.00	0.00	1	11.00	11.00
TIJERAS	118.00	2	118.00	236.00	0.00	4	59.00	236.00
MASKINTAPE 2" PEGAFAN	188.80	0	0.00	188.80	0.00	2	94.40	188.80
GRAPAS 26/6 ESTÁNDAR**	100.00	0	0.00	100.00	0.00	2	50.00	100.00
BANDAS DE GOMA #18 TOP**	95.76	0	0.00	95.76	0.00	3	31.92	95.76
MARCADOR NEGRO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
SOBRES BLANCOS #10	138.06	50	177.00	315.06	0.00	89	3.54	315.06
PROTECTOR HOJAS 8 1/2 X 11	260.00	0	0.00	260.00	0.00	100	2.60	260.00
PENDAFLEX 8 1/2 X 11 - 1/25	735.14	0	0.00	735.14	0.00	1	735.14	735.14
CAJAS DE ARCHIVO	696.20	0	0.00	696.20	0.00	2	348.10	696.20
DISPENSADOR DE P/CINTAS 3/4	177.00	0	0.00	177.00	0.00	1	177.00	177.00
SEPARADORES DE CARPETA 1/15	1,593.00	0	0.00	1,593.00	0.00	9	177.00	1,593.00
SEPARADORES DE CARPETA 5/1 AMAR	644.28	0	0.00	644.28	0.00	13	49.56	644.28
SEPARADORES DE CARPETA C/MESES	2,253.80	0	0.00	2,253.80	0.00	10	225.38	2,253.80
SEPARADORES DE CARPETA ALFABÉT	2,991.30	0	0.00	2,991.30	0.00	13	230.10	2,991.30
CORTADORA DE PAPEL GUILLOTTINA	0.00	0	0.00	0.00	0.00	0	0.00	0.00
PERFORADORA 3 HOYOS 32-40	0.00	0	0.00	0.00	0.00	0	0.00	0.00
BANDEJA DE METAL NEGRA 3/1	0.00	2	1,498.60	1,498.60	749.30	1	749.30	749.30
CARPETA 1/2"	88.00	0	0.00	88.00	88.00	0	0.00	0.00
CARPETA 1"	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CARPETA 2"	743.94	0	0.00	743.94	0.00	6	123.99	743.94
CARPETA 5"	312.99	0	0.00	312.99	0.00	1	312.99	312.99
BANDAS GRUESAS #32	0.00	0	0.00	0.00	0.00	0	0.00	0.00
PEGAMENTO LIQUIDO 60ML	0.00	0	0.00	0.00	0.00	0	0.00	0.00
REVISTERO PLÁSTICO NEGRO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CHINCHETAS PLÁSTICAS 100/1	0.00	2	101.48	101.48	0.00	2	50.74	101.48
POST-IT BANDERITA ROJO	0.00	2	311.52	311.52	0.00	2	155.76	311.52
POST-IT BANDERITA AZUL	0.00	2	311.52	311.52	0.00	2	155.76	311.52
POST-IT BANDERITA VERDE	0.00	8	1,246.08	1,246.08	0.00	8	155.76	1,246.08
CLIPS #2 COLORES GDE	0.00	4	259.60	259.60	0.00	4	64.90	259.60
TONER 105A	22,819.15	0	0.00	22,819.15	0.00	7	3,259.88	22,819.15
TONER 278A	6,461.68	0	0.00	6,461.68	0.00	1	6,461.68	6,461.68
TONER 500A NEGRO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TONER 501A AZUL	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TONER 502A AMARILLO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TONER 503 ROSADO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TONER 414A NEGRO	7,327.80	0	0.00	7,327.80	0.00	1	7,327.80	7,327.80
TONER 414A AZUL	7,327.80	0	0.00	7,327.80	0.00	1	7,327.80	7,327.80
TONER 414A AMARILLO	5,675.80	0	0.00	5,675.80	0.00	1	5,675.80	5,675.80
TONER 414A ROSADO	7,327.80	0	0.00	7,327.80	0.00	1	7,327.80	7,327.80
TONER 85A	5,298.20	0	0.00	5,298.20	0.00	1	5,298.20	5,298.20
TONER 322A AMARILLO	4,967.80	0	0.00	4,967.80	0.00	1	4,967.80	4,967.80
TONER 323A ROSADO	4,967.80	0	0.00	4,967.80	0.00	1	4,967.80	4,967.80
TONER 321A AZUL	4,967.80	0	0.00	4,967.80	0.00	1	4,967.80	4,967.80
TONER 320A NEGRO	5,085.80	0	0.00	5,085.80	0.00	1	5,085.80	5,085.80
TONER 303 NEGRO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
SUBTOTAL	111,762.43		19,857.64	131,620.07	5,602.95			126,017.12
INFORME RESUMEN								
TOTAL	134,389.69		49,071.32	183,461.01	25,763.77			157,697.24



REALIZADO POR:

REVISADO POR:

APROBADO POR: