

Consejo Económico y Social
Inventario de materiales y bienes de consumo
Marzo 2025

DESCRIPCIÓN	COSTO INVENTARIO AL 28 DE FEBRERO	COMPRAS DE MARZO		INVENTARIO PARA CONSUMO	CONSUMO DE MARZO	INVENTARIO AL 31 DE MARZO		
		UNIDADES	COSTO			UNIDADES EXISTENTES	COSTO UNITARIO	COSTO TOTAL
SUMINISTROS Y ÚTILES DE COCINA								
CAFÉ MOLIDO 1BL	2,053.20	0	0.00	2,053.20	2,053.20	0	0.00	0.00
VASOS DESECHABLES 7ONZ	2,914.60	0	0.00	2,914.60	460.20	32	76.70	2,454.40
JABON DE FREGAR EN BOLA	0.00	0	0.00	0.00	0.00	0	0.00	0.00
JABÓN LIQUIDO PARA MANOS 500ML	0.00	0	0.00	0.00	0.00	0	0.00	0.00
PAPEL TOALLA JUMBO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
ESPONJAS DE FREGAR	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TE EN SABORES VARIADOS	1,357.00	0	0.00	1,357.00	271.40	4	271.40	1,085.60
SERVILLETAS DE PAPEL	0.00	0	0.00	0.00	0.00	0	0.00	0.00
PAPEL HIGIENICO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
SPRAY PARA EL BAÑO OLOR VAINILLA	371.70	0	0.00	371.70	0.00	3	123.90	371.70
FILTROS DE PAPEL PARA CAFETERA	230.10	0	0.00	230.10	0.00	1	230.10	230.10
AZUCAR CREMA 5LIB	0.00	0	0.00	0.00	0.00	0	0.00	0.00
FALDOS DE BOTELLAS DE AGUA	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CREMORA 2LIB	0.00	0	0.00	0.00	0.00	0	0.00	0.00
DESINFECTANTE EN AEROSOL	1,392.40	0	0.00	1,392.40	1,392.40	0	0.00	0.00
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	1,274.40	0	0.00	1,274.40	0.00	3	424.80	1,274.40
CAJA AZUCAR SLENDA	0.00	0	0.00	0.00	0.00	0	0.00	0.00
AZUCAR CREMA EN SOBRE 500/1	0.00	0	0.00	0.00	0.00	0	0.00	0.00
ALCOHOL ISOPROPÍLICO 70%	0.00	0	0.00	0.00	0.00	0	0.00	0.00
FUNDAS NEGRAS 5G	0.00	0	0.00	0.00	0.00	0	0.00	0.00
FUNDAS NEGRAS 55G	0.00	0	0.00	0.00	0.00	0	0.00	0.00
GEL ANTIBACTERIAL	0.00	0	0.00	0.00	0.00	0	0.00	0.00
PLATOS DESECHABLES NO.6 25/1	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CUCHARAS DESECHABLES	0.00	0	0.00	0.00	0.00	0	0.00	0.00
VASOS DE PAPEL NO.4 50/1	1,416.00	0	0.00	1,416.00	531.00	5	177.00	885.00
SUBTOTAL=	11,855.50		0.00	11,855.50	4,708.20			7,147.30
MATERIAL GASTABLE DE OFICINA								
RESMA DE PAPEL BOND 20 8 1/2X11	2,601.90	1	3,191.00	5,792.90	3,480.10	8	289.10	2,312.80
PAPEL BOND 20 81/2X14	0.00	0	0.00	0.00	0.00	0	0.00	0.00
LIBRETA 5 X 8 BLANCA**	0.00	0	0.00	0.00	0.00	0	0.00	0.00
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	2,270.72	0	0.00	2,270.72	0.00	2	1,135.36	2,270.72
CAJA DE FOLDER 8 1/2X11 AZUL	11.21	0	0.00	11.21	0.00	1	11.21	11.21
FOLDERS 8 1/2 X 11 MANILA 1/100	283.20	0	0.00	283.20	0.00	1	283.20	283.20
FOLDERS 8 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
CARPETA 3"	0.00	0	0.00	0.00	0.00	0	0.00	0.00
HIGHLAND**	71.68	0	0.00	71.68	71.68	0	0.00	0.00
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)	120.00	0	0.00	120.00	0.00	3	40.00	120.00
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.	232.54	0	0.00	232.54	99.66	8	16.61	132.88
CAJITAS DE CLIP NO.2 JUMBO	602.70	0	0.00	602.70	200.90	10	40.18	401.80
FELPAS AZULES	1,035.00	0	0.00	1,035.00	135.00	20	45.00	900.00
FELPAS NEGRAS	990.00	0	0.00	990.00	180.00	18	45.00	810.00
FELPAS ROJAS	675.00	0	0.00	675.00	0.00	15	45.00	675.00
NEGROO	330.00	0	0.00	330.00	0.00	3	110.00	330.00
LAPICES #2	2,100.00	0	0.00	2,100.00	0.00	21	100.00	2,100.00
CORRECTOR LIQUIDO	311.52	0	0.00	311.52	38.94	7	38.94	272.58
BORRANTE MAPED TECHNIC 600	226.56	0	0.00	226.56	56.64	9	18.88	169.92
PILA DURACEL AAA 4/1	241.90	0	0.00	241.90	0.00	1	241.90	241.90
PILA DURACEL AA 4/1	241.90	0	0.00	241.90	0.00	1	241.90	241.90
POST IT - 3X3 COLORES NEON	106.20	0	0.00	106.20	0.00	2	53.10	106.20
POST IT BANDERITAS	1,182.36	0	0.00	1,182.36	0.00	6	197.06	1,182.36
1400UD	851.08	0	0.00	851.08	0.00	1	851.08	851.08
LABELS 1X2 5/8 MACO(3000)	685.00	0	0.00	685.00	0.00	1	685.00	685.00

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		UNIDADES	COSTO			UNIDADES EXISTENTES	COSTO UNITARIO	COSTO TOTAL
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	142.50	0	0.00	142.50	0.00	38	3.75	142.50
BOLIGRAFOS 1/12 AZUL	1,195.20	0	0.00	1,195.20	0.00	12	99.60	1,195.20
BOLIGRAFOS 1/12 ROJO	23.73	0	0.00	23.73	0.00	3	7.91	23.73
PEGAMENTO STICK UHU 21GR	0.00	0	0.00	0.00	0.00	0	0.00	0.00
PEGAMENTO STICK UHU 40GR	609.97	0	0.00	609.97	0.00	7	87.14	609.97
PORTA CLIPS MAGNÉTICO	101.48	0	0.00	101.48	50.74	1	50.74	50.74
SACAPUNTA CON DEPOSITO	82.60	0	0.00	82.60	41.30	1	41.30	41.30
SACAGRAPAS	90.00	0	0.00	90.00	90.00	0	0.00	0.00
GRAPADORAS	548.70	0	0.00	548.70	548.70	0	0.00	0.00
REGLAS PLÁSTICAS	11.00	0	0.00	11.00	11.00	0	0.00	0.00
TIJERAS	177.00	0	0.00	177.00	59.00	2	59.00	118.00
CINTA ADHESIVA 2" X 100 3M INVISI	202.96	0	0.00	202.96	0.00	1	202.96	202.96
MASKINTAPE 2" PEGAFAN	377.60	0	0.00	377.60	0.00	4	94.40	377.60
GRAPAS 26/6 ESTÁNDAR**	100.00	0	0.00	100.00	0.00	2	50.00	100.00
BANDAS DE GOMA #18 TOP**	63.92	0	0.00	63.92	0.00	2	31.96	63.92
SOBRES BLANCOS #10	212.40	0	0.00	212.40	3.54	59	3.54	208.86
PROTECTOR HOJAS 8 1/2 X 11	584.10	0	0.00	584.10	0.00	1	584.10	584.10
PENDAFLEX 8 1/2 X 11 - 1/25	735.14	0	0.00	735.14	0.00	1	735.14	735.14
DISPENSADOR DE P/CINTAS 3/4	177.00	0	0.00	177.00	177.00	0	0.00	0.00
SEPARADORES DE CARPETA 1/15	1,062.00	0	0.00	1,062.00	0.00	6	177.00	1,062.00
SEPARADORES DE CARPETA 5/1 AMAR	396.48	0	0.00	396.48	0.00	8	49.56	396.48
SEPARADORES DE CARPETA C/MESES	1,352.28	0	0.00	1,352.28	0.00	6	225.38	1,352.28
SEPARADORES DE CARPETA ALFABÉT	2,991.30	0	0.00	2,991.30	0.00	13	230.10	2,991.30
BANDEJA DE METAL NEGRA 3/1	749.30	0	0.00	749.30	749.30	0	0.00	0.00
CARPETA 1/2"	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CARPETA 1"	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CARPETA 2"	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CARPETA 5"	0.00	0	0.00	0.00	0.00	0	0.00	0.00
CHINCHETAS PLÁSTICAS 100/1	152.22	0	0.00	152.22	0.00	3	50.74	152.22
POST-IT BANDERITA ROJO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
POST-IT BANDERITA AZUL	0.00	0	0.00	0.00	0.00	0	0.00	0.00
POST-IT BANDERITA VERDE	623.04	0	0.00	623.04	155.76	3	155.76	467.28
CLIPS #2 COLORES GDE	194.70	0	0.00	194.70	0.00	3	64.90	194.70
TONER 105A	9,779.64	0	0.00	9,779.64	6,519.76	1	3,259.88	3,259.88
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	12,552.84	0	0.00	12,552.84	6,276.42	1	6,276.42	6,276.42
TONER 414A AZUL	7,888.30	0	0.00	7,888.30	0.00	1	7,888.30	7,888.30
TONER 414A AMARILLO	7,888.30	0	0.00	7,888.30	0.00	1	7,888.30	7,888.30
TONER 414A ROSADO	15,776.60	0	0.00	15,776.60	0.00	2	7,888.30	15,776.60
TONER 85A	5,491.72	0	0.00	5,491.72	0.00	1	5,491.72	5,491.72
TONER 322A AMARILLO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TONER 323A ROSADO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TONER 321A AZUL	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TONER 320A NEGRO	0.00	0	0.00	0.00	0.00	0	0.00	0.00
TONER 30A NEGRO	5,048.04	0	0.00	5,048.04	0.00	1	5,048.04	5,048.04
SUBTOTAL	102,066.56		3,191.00	105,257.56	18,945.44			86,312.12
INFORME RESUMEN								
TOTAL=	113,922.06		3,191.00	117,113.06	23,653.64			93,459.42



REALIZADO POR:

REVISADO POR:

APROBADO POR: