



SUPPLY AND PROPERTY MANAGEMENT OFFICE

Lakandula St., at the back of Albert Hall, U.P. Diliman, Quezon City
Tel. Nos. 981-8500 loc. 4576 to 77, 4580 to 4582, 4589

UPD SPMO CENTRAL STOREROOM AVAILABLE STOCKS

As of October 11, 2021

No. of Items: 32

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	466	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	116	387.25
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	60	96.20
CARTOLINA, assorted colors	pack	8	83.72
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	768	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	584	56.04
DISPOSABLE GLOVES, LATEX	box	65	678.88
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	12	1,109.68
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	628	30.49
FACE SHIELD, direct splash protection	piece	401	45.00
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	5,613.25
FLASH DRIVE, 16 GB capacity	piece	198	166.40
FORM - CERTIFICATE OF SERVICE	pad	54	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	297	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,600	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	21	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	15	71.50
HANDBOOK (RA 9184)	book	11	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	694	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	161	118.46
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	2,160	136.66
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	64	21.53
PENCIL SHARPENER, manual, single cutter head	piece	20	202.67
PUNCHER, paper, heavy duty, with two hole guide	piece	11	150.80
RUBBER BAND, 70mm min lay flat length (#18)	box	1	100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	51	17.68
SCOURING PAD, 5 pieces per pack	pack	130	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	70	20.26
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	56	140.40
SURGICAL MASK, 3-ply	box	109	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	99	86.84

***This posting is valid on October 11, 2021 ONLY.**

****List of available supplies as of October 11, 2021. Quantity of items varies throughout the day**

*****This is a computer-generated document and it does not require signature.**