



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 12, 2021

No. of Items: 30

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	105	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	741	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	567	56.04
DISPOSABLE GLOVES, LATEX	box	65	678.88
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	10	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	184	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	8	71.50
HANDBOOK (RA 9184)	book	11	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	682	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	105	118.46
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	1,971	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	6	150.80
RULER, plastic, 450mm (18"), width: 38mm min	piece	51	17.68
SCOURING PAD, 5 pieces per pack	pack	130	57.93
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	53	140.40
SURGICAL MASK, 3-ply	box	107	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	97	86.84

***This posting is valid on October 12, 2021 ONLY.**

****List of available supplies as of October 12, 2021. Quantity of items varies throughout the day**

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