



# 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, 2022

<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>AVAILABLE BALANCE</u>	<u>UNIT COST</u>
BATTERY, dry Cell, size D	pack	19	96.20
CHALK, white enamel	box	12	32.97
DOCUMENT CAMERA, 8 MP	unit	8	23,623.60
DRUM CART, BROTHER DR-3455, Black	Cart	1	6,947.20
ENVELOPE, DOCUMENTARY, for legal size document	box	3	980.72
ENVELOPE, mailing, with window	box	4	488.80
ERASER, FELT, for blackboard/whiteboard	piece	231	11.41
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	107	94.64
FOLDER, with tab, A4	pack	2	279.00
FORM - CERTIFICATE OF SERVICE	pad	546	28.57
FORM - DAILY TIME RECORD	pad	447	32.63
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	29.72
FORM - SUPPLIES LEDGER CARD	piece	1710	3.15
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	64	888.80
MARKER, fluorescent	set	368	36.66
MARKER, permanent, blue, bullet type	piece	109	7.47
PAPER, MULTICOPY, A4, 80 gsm	reams	757	165.65
PAPER, MULTICOPY, Legal, 80gsm	reams	302	189.18
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
SIGN PEN, black	piece	537	22.20
SIGN PEN, blue	piece	651	22.20
SIGN PEN, red	piece	793	22.20
STAPLE WIRE, standard	box	38	23.76
STAPLER, standard type	piece	92	145.60
TAPE DISPENSER, table top	piece	41	72.80
TWINE, plastic	roll	141	66.62
WRAPPING PAPER, kraft	pack	27	161.20

**This posting is valid on October 12, 2022 ONLY.**

**\*List of available supplies as of October 12, 2022.**

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

**\*\*\*Some items may not appear in the CSE portal because of our implementation of the CSE unit-to-unit delivery**

**\*\*\*\*Items posted above are based on the opening balance as of this posting. Quantity of items varies throughout the day.**