



# 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 15, 2021

No. of Items: 28

| ITEM/DESCRIPTION                                    | UNIT   | AVAILABLE BALANCE | UNIT COST |
|---|--------|-------------------|-----------|
| AIR FRESHENER, aerosol, 280ml/150g min              | can    | 435               | 90.22     |
| ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters      | gallon | 36                | 387.25    |
| BATTERY, dry cell, D, 1.5 volts, alkaline           | pack   | 60                | 96.20     |
| CARTOLINA, assorted colors                          | pack   | 5                 | 83.72     |
| CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)    | box    | 599               | 25.56     |
| CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)    | box    | 417               | 56.04     |
| DISPOSABLE GLOVES, LATEX                            | box    | 26                | 678.88    |
| ELECTRIC FAN, INDUSTRIAL, ground type, metal blade  | unit   | 8                 | 1,109.68  |
| ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc | box    | 10                | 738.40    |
| ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min  | piece  | 611               | 30.49     |
| FACE SHIELD, direct splash protection               | piece  | 376               | 45.00     |
| FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs            | unit   | 1                 | 5,613.25  |
| FLASH DRIVE, 16 GB capacity                         | piece  | 40                | 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    | 8                 | 120.12    |
| HANDBOOK (RA 9184)                                  | book   | 11                | 37.21     |
| MARKER, FLUORESCENT, 3 assorted colors per set      | set    | 656               | 36.66     |
| PAPER TRIMMER/CUTTING MACHINE, max paper size: B4   | unit   | 9                 | 9,297.60  |
| PAPER, Multi-Purpose (COPY) Legal, 70 gsm           | reams  | 15                | 118.46    |
| PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)   | reams  | 856               | 136.66    |
| PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)      | pad    | 61                | 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   | 112               | 57.93     |
| STAPLER, STANDARD TYPE, load cap: 200 staples min   | piece  | 51                | 140.40    |

**\*This posting is valid on October 15, 2021 ONLY.**

**\*\*List of available supplies as of October 15, 2021. Quantity of items varies throughout the day**

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