



# 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 19, 2022

<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>AVAILABLE BALANCE</u>	<u>UNIT COST</u>
BATTERY, dry Cell, size AA	pack	282	₱20.49
BATTERY, dry Cell, size D	pack	19	₱96.20
CALCULATOR, compact	unit	8	₱266.24
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, A4	box	22	₱764.40
ENVELOPE, DOCUMENTARY, for legal size document	box	40	₱980.72
ENVELOPE, mailing, with window	box	4	₱488.80
ERASER, FELT, for blackboard/whiteboard	piece	226	₱11.41
FACE SHIELD, direct splash protection	piece	626	₱45.00
FASTENER, metal, non-sharp edges	box	93	₱94.64
FOLDER, L-type, A4	pack	224	₱187.54
FOLDER, with tab, A4	pack	1	₱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	(10)	64	₱888.80
MARKER, fluorescent	set	338	₱36.66
MARKER, permanent, blue, bullet type	piece	63	₱7.47
PAPER, MULTICOPY, A4, 80 gsm	reams	425	₱165.65
PAPER, MULTICOPY, Legal, 80gsm	reams	279	₱189.18
PROTECTIVE SAFETY GOGGLES	piece	3	₱156.00
RULER, plastic, 450mm	piece	58	₱16.64
SIGN PEN, black	piece	436	₱22.20
SIGN PEN, blue	piece	394	₱22.20
SIGN PEN, red	piece	622	₱22.20
STAPLER, standard type	piece	69	₱145.60
TAPE DISPENSER, table top	piece	36	₱72.80
TWINE, plastic	roll	99	₱66.62
WRAPPING PAPER, kraft	pack	27	₱161.20

**This posting is valid on October 19, 2022 ONLY.**

**\*List of available supplies as of October 19, 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.**