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 22, 2021

No. of Items: 28

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	425	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	14	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	60	96.20
CARTOLINA, assorted colors	pack	4	83.72
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	547	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	368	56.04
DISPOSABLE GLOVES, LATEX	box	24	678.88
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	8	1,109.68
ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	5	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	608	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	30	166.40
FORM - CERTIFICATE OF SERVICE	pad	53	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	2	120.12
HANDBOOK (RA 9184)	book	11	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	643	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	12	118.46
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	579	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	97	57.93
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	40	140.40

*This posting is valid on October 22, 2021 ONLY.

**List of available supplies as of October 22, 2021. Quantity of items varies throughout the day

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