



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 3, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	48	330.55
BATTERY, dry Cell, size D	pack	19	96.20
CHALK, white enamel	box	15	32.97
DOCUMENT CAMERA, 8 MP	unit	8	23,623.60
DRUM CART, BROTHER DR-3455, Black	Cart	1	6,947.20
ELECTRIC FAN, industrial, ground type	unit	2	1,109.68
ENVELOPE, mailing, with window	box	9	488.80
ERASER, FELT, for blackboard/whiteboard	piece	232	11.41
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	146	94.64
FOLDER, with tab, A4	pack	2	279.00
FORM - CERTIFICATE OF SERVICE	pad	546	28.57
FORM - DAILY TIME RECORD	pad	450	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	386	36.66
PAPER, MULTICOPY, A4, 80 gsm	reams	1445	165.65
PAPER, MULTICOPY, Legal, 80gsm	reams	352	189.18
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
SIGN PEN, black	piece	972	22.20
SIGN PEN, blue	piece	1004	22.20
SIGN PEN, red	piece	946	22.20
STAPLER, standard type	piece	124	145.60
TAPE, masking, 24mm	roll	63	61.88
TWINE, plastic	roll	149	66.62
WRAPPING PAPER, kraft	pack	27	161.20

This posting is valid on October 3, 2022 ONLY.

***List of available supplies as of October 3, 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.*