



## 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 4, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	31	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
ENVELOPE, DOCUMENTARY, for legal size document	box	20	980.72
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	377	36.66
MARKER, permanent, black, bullet type	piece	200	7.47
MARKER, permanent, blue, bullet type	piece	269	7.47
PAPER, MULTICOPY, A4, 80 gsm	reams	1380	165.65
PAPER, MULTICOPY, Legal, 80gsm	reams	352	189.18
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
SIGN PEN, black	piece	812	22.20
SIGN PEN, blue	piece	882	22.20
SIGN PEN, red	piece	916	22.20
STAPLE WIRE, standard	box	210	23.76
STAPLER, standard type	piece	116	145.60
TAPE DISPENSER, table top	piece	46	72.80
TAPE, masking, 24mm	roll	38	61.88
TWINE, plastic	roll	149	66.62
WRAPPING PAPER, kraft	pack	27	161.20

**This posting is valid on October 4, 2022 ONLY.**

**\*List of available supplies as of October 4, 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.***