



# 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 6, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	411	₱90.22
BARCODE STICKER	piece	7,071	₱2.80
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	24	₱96.20
CALCULATOR, compact, 12 digits	unit	29	₱346.85
CUTTER BLADE, for heavy duty cutter	tube	173	14.82
DATING AND STAMPING MACHINE, heavy duty	piece	8	₱453.96
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	7	₱128.96
ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	₱1,369.68
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	piece	19	₱7.39
ENVELOPE, mailing, white, with window	box	5	₱433.68
FASTENER, METAL, 70mm between prongs	box	34	₱83.41
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	1,710	₱9.53
FORM - CERTIFICATE OF SERVICE	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	107	₱32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	346	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	29	₱120.12
HEAD COVER, disposable	piece	5	₱2.60
KN95 FACE MASK	piece	48	₱104.00
MARKER, FLUORESCENT, 3 assorted colors per set	set	27	₱46.68
MARKER, PERMANENT, bullet type, red	piece	299	₱8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	203	₱13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	729	₱12.04
PAPER, MULTICOPY, 80gsm, size: Legal	ream	229	₱181.42
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	4	₱98.05
PROTECTIVE SAFETY GOGGLES	piece	6	₱156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	234	₱17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	28	₱31.52
STAPLE WIRE, STANDARD, (26/6)	box	428	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	16	₱914.16
SURGICAL MASK, 3-ply	piece	48,438	₱22.88

<b>TAPE DISPENSER, TABLE TOP, for 24mm width tape</b>	piece	<b>91</b>	<b>₱64.20</b>
<b>TAPE, PACKAGING, width: 48mm (±1mm)</b>	piece	<b>302</b>	<b>₱19.97</b>
<b>TONER CART, HP CF400A (HP201A) Black LaserJet</b>	cart	<b>9</b>	<b>₱3,429.78</b>
<b>TONER CART, HP CF401A (HP201A) Cyan LaserJet</b>	cart	<b>7</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF402A (HP201A) Yellow LaserJet</b>	cart	<b>6</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF403A (HP201A) Magenta LaserJet</b>	cart	<b>9</b>	<b>₱4,043.83</b>
<b>TONER CART, HP Q2612A, Black</b>	cart	<b>1</b>	<b>₱3,900.00</b>
<b>WRAPPING PAPER, kraft, 65gsm (-5%)</b>	pack	<b>9</b>	<b>₱154.84</b>

**\*This posting is valid on October 6, 2020 ONLY.**

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