



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, 2021

No. of Items: 31

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	499	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	199	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	66	96.20
CARTOLINA, assorted colors	pack	8	83.72
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	16	36.36
DISPOSABLE GLOVES, LATEX	box	85	678.88
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	646	30.49
FACE SHIELD, direct splash protection	piece	431	45.00
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	5,613.25
FORM - CERTIFICATE OF SERVICE	pad	54	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	297	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,660	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	32	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	51	71.50
HANDBOOK (RA 9184)	book	1	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	742	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	177	118.46
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	68	21.53
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	8	98.05
PENCIL SHARPENER, manual, single cutter head	piece	22	202.67
PUNCHER, paper, heavy duty, with two hole guide	piece	13	150.80
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	17	62.40
RUBBER BAND, 70mm min lay flat length (#18)	box	10	100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	56	17.68
SCOURING PAD, 5 pieces per pack	pack	152	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	242	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	120	20.26
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	75	140.40
SURGICAL MASK, 3-ply	box	266	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	154	86.84

***This posting is valid on October 6, 2021 ONLY.**

****List of available supplies as of October 6, 2021. Quantity of items varies throughout the day**

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