



## 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 5, 2021

No. of Items: 31

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	504	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	211	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	86	678.88
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	661	30.49
FACE SHIELD, direct splash protection	piece	441	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	55	71.50
HANDBOOK (RA 9184)	book	1	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	746	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	189	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	23	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	58	17.68
SCOURING PAD, 5 pieces per pack	pack	173	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	272	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	145	20.26
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	76	140.40
SURGICAL MASK, 3-ply	box	320	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	176	86.84

**\*This posting is valid on October 5, 2021 ONLY.**

**\*\*List of available supplies as of October 5, 2021. Quantity of items varies throughout the day**

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