



# 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 7, 2021

No. of Items: 31

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	493	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	193	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	62	96.20
CARTOLINA, assorted colors	pack	8	83.72
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	6	36.36
DISPOSABLE GLOVES, LATEX	box	85	678.88
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	643	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	49	71.50
HANDBOOK (RA 9184)	book	1	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	741	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	176	118.46
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	66	21.53
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	8	98.05
PENCIL SHARPENER, manual, single cutter head	piece	21	202.67
PUNCHER, paper, heavy duty, with two hole guide	piece	12	150.80
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	15	62.40
RUBBER BAND, 70mm min lay flat length (#18)	box	9	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	217	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	106	20.26
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	74	140.40
SURGICAL MASK, 3-ply	box	260	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	150	86.84

**\*This posting is valid on October 7, 2021 ONLY.**

**\*\*List of available supplies as of October 7, 2021. Quantity of items varies throughout the day**

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