



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 8, 2021

No. of Items: 33

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	466	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	126	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	60	96.20
CARTOLINA, assorted colors	pack	8	83.72
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	6	36.36
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	768	22.36
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	594	54.60
DISPOSABLE GLOVES, LATEX	box	65	678.88
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	12	1,109.68
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	628	30.49
FACE SHIELD, direct splash protection	piece	431	45.00
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	5,613.25
FLASH DRIVE, 16 GB capacity	piece	200	167.44
FORM - CERTIFICATE OF SERVICE	pad	54	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	297	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,600	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	26	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	15	71.50
HANDBOOK (RA 9184)	book	11	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	704	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	161	118.46
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	2,400	160.00
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	64	21.53
PENCIL SHARPENER, manual, single cutter head	piece	21	202.67
PUNCHER, paper, heavy duty, with two hole guide	piece	11	150.80
RUBBER BAND, 70mm min lay flat length (#18)	box	6	100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	56	17.68
SCOURING PAD, 5 pieces per pack	pack	130	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	94	20.26
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	66	140.40
SURGICAL MASK, 3-ply	box	119	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	109	86.84

***This posting is valid on October 8, 2021 ONLY.**

****List of available supplies as of October 8, 2021. Quantity of items varies throughout the day**

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