



## 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 November 14, 2022, 7:30AM

<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>AVAILABLE BALANCE</u>	<u>UNIT COST</u>
BATTERY, dry Cell, size D	pack	19	P96.20
CHALK, white enamel	box	8	P32.97
DOCUMENT CAMERA, 8 MP	unit	8	P23,623.60
DRUM CART, BROTHER DR-3455, Black	Cart	1	P6,947.20
ENVELOPE, DOCUMENTARY, for legal size document	box	20	P980.72
ENVELOPE, mailing, with window	box	4	P488.80
ERASER, FELT, for blackboard/whiteboard	piece	54	P11.41
FACE SHIELD, direct splash protection	piece	626	P45.00
FASTENER, metal, non-sharp edges	box	28	P94.64
FOLDER, L-type, A4	pack	153	P187.54
FOLDER, with tab, legal	pack	76	P333.26
FORM - CERTIFICATE OF SERVICE	pad	546	P28.57
FORM - DAILY TIME RECORD	pad	444	P32.63
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	P29.72
FORM - SUPPLIES LEDGER CARD	piece	1710	P3.15
HEAD COVER, disposable	piece	1	P2.60
KN95 FACE MASK	pack (10)	64	P888.80
LIGHT BULB, Light Emitting Diode (LED)	piece	1	P75.61
MARKER, fluorescent	set	269	P36.66
MOUSE, OPTICAL, USB connection type	unit	30	P149.76
PAPER, MULTICOPY, Legal, 80gsm	reams	225	P189.18
PENCIL SHARPENER, manual, single cutter head	piece	5	P212.87
PROTECTIVE SAFETY GOGGLES	piece	3	P156.00
RUBBER BAND, No. 18	box	99	P135.20
RULER, plastic, 450mm	piece	46	P16.64
SIGN PEN, red	piece	308	P22.20
TAPE DISPENSER, table top	piece	3	P72.80
TWINE, plastic	roll	75	P66.62
WRAPPING PAPER, kraft	pack	27	P161.20

**This posting is valid on November 14, 2022 ONLY.**

**\*List of available supplies as of November 14, 2022.**

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

**\*\*\*Some items may not appear in the CSE portal because of our implementation of the CSE unit-to-unit delivery**

**\*\*\*Items posted above are based on the opening balance as of this posting. Quantity of items varies throughout the day.**