



# 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 16, 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	₱96.20
CHALK, white enamel	box	8	₱32.97
DOCUMENT CAMERA, 8 MP	unit	8	₱23,623.60
DRUM CART, BROTHER DR-3455, Black	Cart	1	₱6,947.20
ENVELOPE, documentary, A4	box	7	₱764.40
ENVELOPE, DOCUMENTARY, for legal size document	box	16	₱980.72
ENVELOPE, mailing, with window	box	4	₱488.80
ERASER, FELT, for blackboard/whiteboard	piece	46	₱11.41
FACE SHIELD, direct splash protection	piece	626	₱45.00
FASTENER, metal, non-sharp edges	box	26	₱94.64
FOLDER, L-type, A4	pack	147	₱187.54
FOLDER, with tab, legal	pack	67	₱333.26
FORM - CERTIFICATE OF SERVICE	pad	546	₱28.57
FORM - DAILY TIME RECORD	pad	444	₱32.63
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	1710	₱3.15
HEAD COVER, disposable	piece	1	₱2.60
KN95 FACE MASK	(10)	64	₱888.80
LIGHT BULB, Light Emitting Diode (LED)	piece	150	₱75.61
MARKER, fluorescent	set	263	₱36.66
MOUSE, OPTICAL, USB connection type	unit	23	₱149.76
NOTEBOOK, stenographer	piece	162	₱12.04
PAPER, MULTICOPY, A4, 80 gsm	reams	2820	₱165.65
PAPER, MULTICOPY, Legal, 80gsm	reams	210	₱189.18
PROTECTIVE SAFETY GOGGLES	piece	3	₱156.00
RUBBER BAND, No. 18	box	99	₱135.20
RULER, plastic, 450mm	piece	46	₱16.64
SIGN PEN, red	piece	283	₱22.20
STAPLE WIRE, heavy duty, binder type, 23/13	box	132	₱22.55
STAPLER, heavy duty, binder type	unit	25	₱888.16
STAPLER, standard type	piece	114	₱145.60
TWINE, plastic	roll	75	₱66.62
WRAPPING PAPER, kraft	pack	27	₱161.20

**This posting is valid on November 16, 2022 ONLY.**

**\*List of available supplies as of November 16, 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.**