



# 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 20, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	297	₱90.22
BARCODE STICKER	piece	6,440	2.80
CALCULATOR, compact, 12 digits	unit	19	₱346.85
CHALK, molded, white, dustless, length: 78mm min	box	3	₱29.64
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	54	₱54.60
CORRECTION TAPE, film base type, UL 6m min	piece	60	14.02
CUTTER BLADE, for heavy duty cutter	tube	125	₱14.82
ENVELOPE, mailing, white, with window	box	4	₱433.68
FILE TAB DIVIDER, bristol board, for legal	set	3	₱14.23
FOLDER, FANCY, for A4 size documents	bundle	3	₱270.40
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	1,360	₱9.53
FORM - CERTIFICATE OF SERVICE	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	70	₱32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
MARKER, FLUORESCENT, 3 assorted colors per set	set	9	₱46.68
MARKER, PERMANENT, bullet type, red	piece	267	₱8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	24	₱13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	639	₱12.04
PAPER, MULTICOPY, 80gsm, size: Legal	ream	177	₱181.42
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	1	₱98.05
PROTECTIVE SAFETY GOGGLES	piece	6	₱156.00
RUBBER BAND, 70mm min lay flat length (#18)	box	14	₱100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	215	₱17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	25	₱31.52
STAPLE WIRE, STANDARD, (26/6)	box	362	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	15	₱914.16
SURGICAL MASK, 3-ply	piece	36,045	₱22.88
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	75	₱64.20
TAPE, PACKAGING, width: 48mm (±1mm)	piece	187	₱19.97
TONER CART, HP CB435A, Black	cart	1	₱3,380.00
TONER CART, HP CE410A, (HP305), Black	cart	8	₱4,201.60
TONER CART, HP CE411A, (HP305), Cyan	cart	5	₱6,011.20

<b>TONER CART, HP CE412A, (HP305), Yellow</b>	cart	<b>7</b>	<b>₱6,011.20</b>
<b>TONER CART, HP CE413A, (HP305), Magenta</b>	cart	<b>2</b>	<b>₱6,011.20</b>
<b>TONER CART, HP CF400A (HP201A) Black LaserJet</b>	cart	<b>3</b>	<b>₱3,429.78</b>
<b>TONER CART, HP CF401A (HP201A) Cyan LaserJet</b>	cart	<b>2</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF403A (HP201A) Magenta LaserJet</b>	cart	<b>5</b>	<b>₱4,043.83</b>
<b>WRAPPING PAPER, kraft, 65gsm (-5%)</b>	pack	<b>12</b>	<b>₱154.84</b>

***\*This posting is valid for November 20, 2020 only.***

***\*\*List of Available CSEs as of 7:00AM. Availability may vary throughout the day.***

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