



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 23, 2021

No. of Items: 28

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	344	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	50	96.20
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	393	14.75
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	357	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	263	56.04
DISPOSABLE GLOVES, LATEX	box	13	678.88
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	464	30.49
FACE SHIELD, direct splash protection	piece	346	45.00
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	5,613.25
FORM - CERTIFICATE OF SERVICE	pad	48	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	297	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,600	3.15
GLUE, all purpose, gross weight: 200 grams min	jar	63	71.50
HANDBOOK (RA 9184)	book	9	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	551	36.66
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	52	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	7	9,297.60
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	146	136.66
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	51	21.53
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	1	98.05
PENCIL SHARPENER, manual, single cutter head	piece	10	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	36	17.68
SCISSORS, symmetrical, blade length: 65mm min	pair	331	33.37
SCOURING PAD, 5 pieces per pack	pack	81	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	625	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	245	20.26
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	144	39.92
TWINE, plastic, one (1) kilo per roll	roll	22	66.62

***This posting is valid on November 23, 2021 ONLY.**

****List of available supplies as of November 23, 2021. Quantity of items varies throughout the day**

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