



## 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 26, 2021

No. of Items: 27

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	333	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	50	96.20
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	373	14.75
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	339	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	243	56.04
DISPOSABLE GLOVES, LATEX	box	4	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	547	36.66
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	22	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	7	9,297.60
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	9	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	36	17.68
SCISSORS, symmetrical, blade length: 65mm min	pair	312	33.37
SCOURING PAD, 5 pieces per pack	pack	81	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	437	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	69	20.26
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	139	39.92
TWINE, plastic, one (1) kilo per roll	roll	20	66.62

**\*This posting is valid on November 26, 2021 ONLY.**

**\*\*List of available supplies as of November 26, 2021. Quantity of items varies throughout the day**

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