



## 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 5, 2021

No. of Items: 22

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	392	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	55	96.20
CARTOLINA, assorted colors	pack	4	83.72
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	453	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	306	56.04
DISPOSABLE GLOVES, LATEX	box	21	678.88
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	1	1,109.68
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	517	30.49
FACE SHIELD, direct splash protection	piece	356	45.00
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	5,613.25
FLASH DRIVE, 16 GB capacity	piece	6	166.40
FORM - CERTIFICATE OF SERVICE	pad	53	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	297	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,600	3.15
HANDBOOK (RA 9184)	book	9	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	601	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	56	21.53
PENCIL SHARPENER, manual, single cutter head	piece	16	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	38	17.68
SCOURING PAD, 5 pieces per pack	pack	85	57.93
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1	140.40

**\*This posting is valid on November 5, 2021 ONLY.**

**\*\*List of available supplies as of November 5, 2021. Quantity of items varies throughout the day**

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