



# 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 9, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	367	₱90.22
BARCODE STICKER	piece	7,040	₱2.80
BROOM, soft (tambo)	piece	1	₱136.24
CALCULATOR, compact, 12 digits	unit	19	₱346.85
CHALK, molded, white, dustless, length: 78mm min	box	3	29.64
CUTTER BLADE, for heavy duty cutter	tube	130	₱14.82
ENVELOPE, mailing, white, with window	box	4	₱433.68
ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	1	₱4.37
FILE TAB DIVIDER, bristol board, for legal	set	3	₱14.23
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	343	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
MARKER, FLUORESCENT, 3 assorted colors per set	set	20	₱46.68
MARKER, PERMANENT, bullet type, red	piece	280	₱8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	79	₱13.38
MOPHEAD, made of rayon, weight: 400 grams min	piece	1	₱123.76
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	714	₱12.04
PAPER, MULTICOPY, 80gsm, size: Legal	ream	194	₱181.42
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	2	₱98.05
PROTECTIVE SAFETY GOGGLES	piece	166	₱156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	215	₱17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	31	₱31.52
STAPLE WIRE, STANDARD, (26/6)	box	399	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	15	₱914.16
SURGICAL MASK, 3-ply	piece	42614	₱22.88
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	77	₱64.20
TAPE, PACKAGING, width: 48mm (±1mm)	piece	220	₱19.97
TONER CART, HP CB435A, Black	cart	2	₱3,380.00
TONER CART, HP CE411A, (HP305), Cyan	cart	10	₱6,011.20

TONER CART, HP CE412A, (HP305), Yellow	cart	12	₱6,011.20
TONER CART, HP CE413A, (HP305), Magenta	cart	7	₱6,011.20
TONER CART, HP CF400A (HP201A) Black LaserJet	cart	5	₱3,429.78
TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	4	₱4,043.83
TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	3	₱4,043.83
TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	7	₱4,043.83
TONER CART, HP Q2612A, Black	cart	2	₱3,900.00
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	12	₱154.84

***\*This posting is valid on November 9, 2020 ONLY.***

***\*\*List of available supplies as of 6:30AM , quantities vary throughout the day***

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