



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, 2021

No. of Items: 21

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	384	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
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	83	57.93
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1	140.40

***This posting is valid on November 9, 2021 ONLY.**

****List of available supplies as of November 9, 2021. Quantity of items varies throughout the day**

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