



# 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 December 14, 2021

No. of Items: 36

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	281	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	3	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	45	96.20
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	282	14.75
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	259	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	185	56.04
DISPOSABLE GLOVES, LATEX	box	3	678.88
DOCUMENT CAMERA 8 MEGAPIXELS (8MP)	unit	1	23,623.60
ELECTRIC FAN, STAND type	unit	9	856.86
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	448	30.49
FACE SHIELD, direct splash protection	piece	336	45.00
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	5,613.25
FLASH DRIVE, 16 GB capacity	piece	59	166.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	153	171.43
FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	83	238.57
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
HANDBOOK (RA 9184)	book	9	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	520	36.66
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	73	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	7	9,297.60
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	399	136.66
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	51	21.53
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	17	98.50
PENCIL SHARPENER, manual, single cutter head	piece	2	202.67
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	58	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	133	104.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	26	17.68
SCISSORS, symmetrical, blade length: 65mm min	pair	250	33.37
SCOURING PAD, 5 pieces per pack	pack	72	57.93
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	307	20.26
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	130	39.92
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	571	86.32
TWINE, plastic, one (1) kilo per roll	roll	18	66.62

**\*This posting is valid on December 14, 2021 ONLY.**

**\*\*List of available supplies as of December 14, 2021. Quantity of items varies throughout the day**

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