



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 5, 2022, 7:40AM

| <u>ITEM/DESCRIPTION</u> | <u>UNIT</u> | <u>AVAILABLE BALANCE</u> | <u>UNIT COST</u> |
|------------------------------------------------|-------------|------------------------------|------------------|
| BATTERY, dry Cell, size D | pack | 19 | ₱96.20 |
| CHALK, white enamel | box | 1 | ₱32.97 |
| DOCUMENT CAMERA, 8 MP | unit | 7 | ₱23,623.60 |
| DRUM CART, BROTHER DR-3455, Black | Cart | 1 | ₱6,947.20 |
| ENVELOPE, documentary, A4 | box | 1 | ₱764.40 |
| ENVELOPE, DOCUMENTARY, for legal size document | box | 12 | ₱980.72 |
| ENVELOPE, mailing, with window | box | 4 | ₱488.80 |
| FACE SHIELD, direct splash protection | piece | 626 | ₱45.00 |
| FASTENER, metal, non-sharp edges | box | 18 | ₱94.64 |
| FOLDER, L-type, A4 | pack | 144 | ₱187.54 |
| FOLDER, with tab, legal | pack | 15 | ₱333.26 |
| FORM - CERTIFICATE OF SERVICE | pad | 546 | ₱28.57 |
| FORM - DAILY TIME RECORD | pad | 444 | ₱32.63 |
| FORM - REIMBURSEMENT EXPENSE RECEIPT | pad | 295 | ₱29.72 |
| FORM - SUPPLIES LEDGER CARD | piece | 1710 | ₱3.15 |
| HEAD COVER, disposable | piece | 1 | ₱2.60 |
| KN95 FACE MASK | pack (10) | 64 | ₱888.80 |
| LIGHT BULB, Light Emitting Diode (LED) | piece | 52 | ₱75.61 |
| MARKER, fluorescent | set | 252 | ₱36.66 |
| MOUSE, OPTICAL, USB connection type | unit | 19 | ₱149.76 |
| NOTEBOOK, stenographer | piece | 102 | ₱12.04 |
| PAPER, multi-purpose, legal, 70gsm | reams | 497 | ₱158.91 |
| PAPER, MULTICOPY, A4, 80 gsm | reams | 2589 | ₱165.65 |
| PAPER, MULTICOPY, Legal, 80gsm | reams | 202 | ₱189.18 |
| PROTECTIVE SAFETY GOGGLES | piece | 3 | ₱156.00 |
| RUBBER BAND, No. 18 | box | 84 | ₱135.20 |
| RULER, plastic, 450mm | piece | 45 | ₱16.64 |
| SIGN PEN, red | piece | 261 | ₱22.20 |
| STAPLE WIRE, heavy duty, binder type, 23/13 | box | 131 | ₱22.55 |
| STAPLER, heavy duty, binder type | unit | 24 | ₱888.16 |
| STAPLER, standard type | piece | 76 | ₱145.60 |
| TWINE, plastic | roll | 59 | ₱66.62 |
| WRAPPING PAPER, kraft | pack | 19 | ₱161.20 |

This posting is valid on December 5, 2022 ONLY.

***List of available supplies as of December 5, 2022.**

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

*****Some items may not appear in the CSE portal because of our implementation of the CSE unit-to-unit delivery**

******Items posted above are based on the opening balance as of this posting. Quantity of items varies throughout the day.**