



# 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 7, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
<b>AIR FRESHENER, aerosol, 280ml/150g min</b>	can	<b>290</b>	₱90.22
<b>BARCODE STICKER</b>	piece	<b>4,040</b>	₱2.80
<b>CALCULATOR, compact, 12 digits</b>	unit	<b>15</b>	₱346.85
<b>CHALK, molded, white, dustless, length: 78mm min</b>	box	<b>2</b>	₱29.64
<b>CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)</b>	box	<b>37</b>	54.60
<b>CUTTER BLADE, for heavy duty cutter</b>	tube	<b>124</b>	₱14.82
<b>ENVELOPE, mailing, white, with window</b>	box	<b>2</b>	₱433.68
<b>FOLDER, FANCY, for A4 size documents</b>	bundle	<b>3</b>	₱270.40
<b>FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)</b>	piece	<b>1,360</b>	₱9.53
<b>FORM - CERTIFICATE OF SERVICE</b>	pad	<b>91</b>	₱28.57
<b>FORM - DAILY TIME RECORD</b>	pad	<b>70</b>	₱32.25
<b>FORM - REIMBURSEMENT EXPENSE RECEIPT</b>	pad	<b>340</b>	₱29.72
<b>FORM - SUPPLIES LEDGER CARD</b>	piece	<b>3,380</b>	₱3.15
<b>MARKER, PERMANENT, bullet type, red</b>	piece	<b>255</b>	₱8.98
<b>MARKER, whiteboard, red, felt tip, bullet type</b>	piece	<b>15</b>	₱13.38
<b>NOTEBOOK, STENOGRAPHER, spiral, 40 leaves</b>	piece	<b>627</b>	₱12.04
<b>PAPER, MULTICOPY, 80gsm, size: Legal</b>	ream	<b>140</b>	₱181.42
<b>PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose</b>	ream	<b>1</b>	₱98.05
<b>PROTECTIVE SAFETY GOGGLES</b>	piece	<b>6</b>	₱156.00
<b>RUBBER BAND, 70mm min lay flat length (#18)</b>	box	<b>12</b>	₱100.05
<b>RULER, plastic, 450mm (18"), width: 38mm min</b>	piece	<b>214</b>	₱17.68
<b>STAMP PAD INK, purple or violet, 50ml (min.)</b>	bottle	<b>24</b>	₱31.52
<b>STAPLE WIRE, STANDARD, (26/6)</b>	box	<b>349</b>	₱22.55
<b>STAPLER, BINDER TYPE, heavy duty, desktop</b>	unit	<b>15</b>	₱914.16
<b>SURGICAL MASK, 3-ply</b>	piece	<b>32,995</b>	₱22.88
<b>TAPE DISPENSER, TABLE TOP, for 24mm width tape</b>	piece	<b>74</b>	₱64.20
<b>TAPE, PACKAGING, width: 48mm (±1mm)</b>	piece	<b>180</b>	₱19.97
<b>TONER CART, HP CB435A, Black</b>	cart	<b>1</b>	₱3,380.00
<b>TONER CART, HP CE410A, (HP305), Black</b>	cart	<b>8</b>	₱4,201.60
<b>TONER CART, HP CE411A, (HP305), Cyan</b>	cart	<b>5</b>	₱6,011.20
<b>TONER CART, HP CE412A, (HP305), Yellow</b>	cart	<b>7</b>	₱6,011.20

<b>TONER CART, HP CE413A, (HP305), Magenta</b>	cart	<b>2</b>	<b>₱6,011.20</b>
<b>TONER CART, HP CF400A (HP201A) Black LaserJet</b>	cart	<b>3</b>	<b>₱3,429.78</b>
<b>TONER CART, HP CF401A (HP201A) Cyan LaserJet</b>	cart	<b>2</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF403A (HP201A) Magenta LaserJet</b>	cart	<b>5</b>	<b>₱4,043.83</b>
<b>WRAPPING PAPER, kraft, 65gsm (-5%)</b>	pack	<b>12</b>	<b>₱154.84</b>

***\*This posting is valid on December 7, 2020 ONLY.***

***\*\*List of available supplies as of 7:00AM , quantities vary throughout the day***

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