



## 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 January 11, 2022

No. of Items: 51

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	436	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	66	387.92
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	282	88.00
BATTERY, dry Cell, size D	pack	64	96.20
BLADE, for general purpose cutter / utility knife	piece	8	14.82
CARTOLINA, assorted colors	pack	17	83.72
CLEARBOOK, 20 Transparent pockets, Legal	piece	31	38.41
CLIP, backfold, 19mm	box	414	8.72
CLIP, backfold, 25mm	box	37	15.22
CLIP, backfold, 32mm	box	8	22.36
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	1	23,623.60
ELECTRIC FAN, stand type	unit	78	856.86
ENVELOPE, expanding, kraft, legal	box	6	738.40
ENVELOPE, expanding, plastic	piece	498	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	8	167.44
FOLDER, fancy, with slide, legal	bundle	1	270.40
FOLDER, L-type, A4	pack	167	171.43
FOLDER, L-type, legal	pack	80	238.57
FORM - CERTIFICATE OF SERVICE	pad	48	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,740	3.15
FURNITURE CLEANER, aerosol type	can	33	120.12
GLUE, all purpose	jar	47	71.50
HANDBOOK (RA 9184), 8th edition	book	9	37.21
MARKER, fluorescent	set	534	36.66
MARKER, permanent, red, bullet type	piece	42	8.98
MARKER, whiteboard, red	piece	1	13.38
NOTEBOOK, stenographer	piece	172	12.04
PAD PAPER, ruled	pad	5	29.12
PAPER TRIMMER / CUTTING MACHINE, table top	unit	7	9,297.60
PAPER, multi-purpose, legal, 70gsm	reams	9	118.46
PAPER, MULTICOPY, A4, 80 gsm	reams	437	136.66
PAPER, parchment	box	20	98.05
PENCIL SHARPENER, manual, single cutter head	piece	18	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	267	104.00
RULER, plastic, 450mm	piece	28	17.68

SCISSORS, symmetrical	pair	590	33.37
SCOURING PAD	pack	68	57.93
SIGN PEN, blue	piece	39	20.26
STAMP PAD, felt	piece	122	39.92
STAPLE WIRE, standard	box	45	22.55
TAPE, packaging, 48mm	roll	30	19.97
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	540	86.32
TONER CART, HP CE412A, (HP305), Yellow	cart	2	6,011.20
Toner Cartridge, HP CF401A (HP201A) Cyan	cart	1	4,043.83
Toner Cartridge, HP CF403A (HP201A) Magenta	cart	1	4,043.83
TWINE, plastic	roll	2	66.62

**\*This posting is valid on January 11, 2022 ONLY.**

**\*\*List of available supplies as of January 11, 2022. Quantity of items varies throughout the day**

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