



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 12, 2023

<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>AVAILABLE BALANCE</u>	<u>UNIT COST</u>
<i>BATTERY, dry cell, size D, Two (2) pieces per blister pack</i>	<i>pack</i>	8	₱96.20
<i>CALCULATOR, Compact</i>	<i>unit</i>	4	₱266.24
<i>pack</i>	<i>pack</i>	24	₱83.72
<i>CLEARBOOK, 20 transparent pockets, A4</i>	<i>piece</i>	5	₱32.91
<i>CLEARBOOK, 20 transparent pockets, legal</i>	<i>piece</i>	6	₱36.36
<i>DOCUMENT CAMERA, 8 MP</i>	<i>unit</i>	4	₱23,623.60
<i>ELECTRIC FAN, stand type</i>	<i>unit</i>	9	₱856.86
<i>ENVELOPE, Documentary, legal, 500 pieces per box</i>	<i>box</i>	2	₱980.72
<i>ENVELOPE, Expanding, Kraft, 100 pieces per box</i>	<i>box</i>	7	₱738.40
<i>ERASER, felt, for blackboard/whiteboard</i>	<i>piece</i>	2	₱11.41
<i>FASTENER, metal, non-sharp edges, 50 sets per box</i>	<i>box</i>	7	₱94.64
<i>FLASH DRIVE, 16GB</i>	<i>piece</i>	22	₱166.40
<i>FOLDER with tab, legal, 100 pieces per pack</i>	<i>pack</i>	48	₱333.26
<i>FOLDER, L-type, A4, 50 pieces per pack</i>	<i>pack</i>	31	₱187.54
<i>FORM - CERTIFICATE OF SERVICE</i>	<i>pad</i>	150	₱32.32
<i>FORM - DAILY TIME RECORD</i>	<i>pad</i>	133	₱32.25
<i>FORM - REIMBURSEMENT RECEIPT (RER)</i>	<i>pad</i>	82	₱29.72
<i>FORM - SUPPLIES LEDGER CARD</i>	<i>pad</i>	513	₱3.15
<i>GLOVES, Latex</i>	<i>box</i>	8	₱678.88
<i>(RA 9184)</i>	<i>book</i>	2	₱37.21
<i>INK, for stamp pad, 50mL</i>	<i>bottle</i>	25	₱28.91
<i>KN95 MASKS</i>	<i>box</i>	64	₱888.80
<i>MARKER, Flourescent, 3 colors per set</i>	<i>set</i>	144	₱36.66
<i>MARKER, Permanent, Black</i>	<i>piece</i>	141	₱7.47
<i>MARKER, Permanent, Blue</i>	<i>piece</i>	131	₱7.47
<i>MARKER, Whiteboard, Blue</i>	<i>piece</i>	25	₱9.65
<i>MOUSE, OPTICAL, USB connection type</i>	<i>unit</i>	10	₱149.76
<i>PAD PAPER, ruled</i>	<i>pad</i>	12	₱30.68
<i>PAPER, MULTICOPY A4, 500 sheets per ream</i>	<i>ream</i>	1278	₱165.65
<i>PAPER, MULTICOPY LEGAL, 500 sheets per ream</i>	<i>ream</i>	107	₱189.18
<i>PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream</i>	<i>ream</i>	148	₱158.91
<i>PROTECTIVE SAFETY GOGGLES</i>	<i>piece</i>	3	₱156.00
<i>RECORD BOOK, 300 PAGES</i>	<i>book</i>	5	₱62.40
<i>RUBBER BAND No. 18, 350g</i>	<i>box</i>	21	₱135.20
<i>RULER, plastic, 450 mm</i>	<i>piece</i>	17	₱16.64
<i>SIGN PEN, Black, liquid or gel</i>	<i>piece</i>	189	₱22.20
<i>SIGN PEN, Blue, liquid or gel</i>	<i>piece</i>	180	₱22.20
<i>SIGN PEN, Red, liquid or gel</i>	<i>piece</i>	224	₱22.20
<i>STAMP PAD, felt</i>	<i>piece</i>	36	₱39.92
<i>STAPLE REMOVER, plier type</i>	<i>piece</i>	19	₱27.87

STAPLE WIRE, heavy duty (binder type), 23/13	<i>box</i>	44	₱22.55
STAPLE WIRE, standard	<i>box</i>	72	₱23.76
STAPLER, heavy duty (binder type), desktop	<i>unit</i>	7	₱888.16
STAPLER, standard type	<i>piece</i>	12	₱145.60
TAPE DISPENSER, table top	<i>piece</i>	3	₱72.80
TWINE, plastic	<i>roll</i>	14	₱66.62
WRAPPING PAPER, kraft, 50 sheets per pack	<i>pack</i>	5	₱161.20

This posting is valid on January 12, 2023 ONLY.

***List of available supplies as of January 12, 2023.**

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

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