



## 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 13, 2023

<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>AVAILABLE BALANCE</u>	<u>UNIT COST</u>
BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	8	P96.20
CALCULATOR, Compact	unit	4	P266.24
pack	pack	24	P83.72
CLEARBOOK, 20 transparent pockets, A4	piece	5	P32.91
CLEARBOOK, 20 transparent pockets, legal	piece	6	P36.36
DOCUMENT CAMERA, 8 MP	unit	4	P23,623.60
ELECTRIC FAN, stand type	unit	9	P856.86
ENVELOPE, Documentary, legal, 500 pieces per box	box	2	P980.72
ENVELOPE, Expanding, Kraft, 100 pieces per box	box	7	P738.40
ERASER, felt, for blackboard/whiteboard	piece	2	P11.41
FASTENER, metal, non-sharp edges, 50 sets per box	box	7	P94.64
FLASH DRIVE, 16GB	piece	22	P166.40
FOLDER with tab, legal, 100 pieces per pack	pack	48	P333.26
FOLDER, L-type, A4, 50 pieces per pack	pack	31	P187.54
FORM - CERTIFICATE OF SERVICE	pad	150	P32.32
FORM - DAILY TIME RECORD	pad	133	P32.25
FORM - REIMBURSEMENT RECEIPT (RER)	pad	82	P29.72
FORM - SUPPLIES LEDGER CARD	pad	513	P3.15
GLOVES, Latex	box	8	P678.88
(RA 9184)	book	2	P37.21
INK, for stamp pad, 50mL	bottle	25	P28.91
KN95 MASKS	box	64	P888.80
MARKER, Fluorescent, 3 colors per set	set	144	P36.66
MARKER, Permanent, Black	piece	141	P7.47
MARKER, Permanent, Blue	piece	131	P7.47
MARKER, Whiteboard, Blue	piece	25	P9.65
MOUSE, OPTICAL, USB connection type	unit	10	P149.76
PAD PAPER, ruled	pad	12	P30.68
PAPER, MULTICOPY A4, 500 sheets per ream	ream	1278	P165.65
PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	107	P189.18
PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	148	P158.91
PROTECTIVE SAFETY GOGGLES	piece	3	P156.00
RECORD BOOK, 300 PAGES	book	5	P62.40
RUBBER BAND No. 18, 350g	box	21	P135.20
RULER, plastic, 450 mm	piece	17	P16.64
SIGN PEN, Black, liquid or gel	piece	189	P22.20
SIGN PEN, Blue, liquid or gel	piece	180	P22.20
SIGN PEN, Red, liquid or gel	piece	224	P22.20
STAMP PAD, felt	piece	36	P39.92
STAPLE REMOVER, plier type	piece	19	P27.87

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

**This posting is valid on January 13, 2023 ONLY.**

**\*List of available supplies as of January 13, 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.**