



## 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 10, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
CALCULATOR	box	9	346.85
CLIP, PAPER, VINYL, 33MM (SMALL)	box	45	7.76
CUTTER BLADE, 10 PCS./TUBE	tube	76	14.82
CUTTER KNIFE, for general purpose	piece	101	33.43
ENVELOPE, DOCUMENTARY, A4	piece	16,703	1.35
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	300	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	245	30.49
ERASER, FELT, BLACKBOARD	piece	67	10.30
FASTENER, PAPER	box	59	83.41
FOLDER, WITH TAB, A4 SIZE	piece	1	2.79
FOLDER, WITH TAB, LEGAL SIZE	piece	282	3.22
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	11	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	900	9.53
FORM - CERTIFICATE OF SERVICE FORM	pad	136	28.57
FORM - DAILY TIME RECORD	pad	150	32.25
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	366	29.72
INK, STAMP PAD	bottle	41	30.80
NOTEPAD, STICK-ON, 3 X 3	pad	19	47.73
PAPER, COPY, 80 GSM, A4	ream	915	170.56
PAPER, MULTI-PURPOSE, LEGAL SIZE, 70GSM	ream	12	169.40
PAPER, RULED PAD	pad	265	29.12
PEN PERMANENT MARKING-RED	piece	202	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	5	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	122	13.38
PEN, MARKER ,WHITEBOARD-RED	piece	31	13.38
PENCIL SHARPNER	piece	16	202.80
PUNCHER, PAPER, 2 HOLES	piece	28	131.96
RUBBER BAND, #18	box	2	109.50
RULER, PLASTIC 18"	piece	20	17.68
SCISSORS	pair	29	40.56
STAPLER, STANDARD TYPE	piece	89	176.80
STAPLE WIRE, STANDARD	box	975	22.55
TAPE, MASKING, 24MM	piece	3	54.60
TAPE, PACKAGING, 2"	piece	224	19.97
TAPE, TRANSPARENT, 24MM	pack	578	10.09
TISSUE PAPER	pack	377	87.40
TWINE, PLASTIC	pack	7	58.24

\*This posting is valid on January 10, 2020 ONLY.

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