



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 7, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
CALCULATOR	box	29	346.85
CLIP, PAPER, VINYL, 33MM (SMALL)	box	225	7.76
CUTTER BLADE, 10 PCS./TUBE	tube	80	14.82
CUTTER KNIFE, for general purpose	piece	125	33.43
DATA FILE BOX, made of chipboard	piece	6	77.20
ENVELOPE, DOCUMENTARY, A4	piece	17,203	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	333	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	400	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	270	30.49
ERASER, FELT, BLACKBOARD	piece	87	10.30
FASTENER, PAPER	box	65	83.41
FOLDER, WITH TAB, A4 SIZE	piece	401	2.79
FOLDER, WITH TAB, LEGAL SIZE	piece	812	3.22
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	14	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
FORM-STUDENT RECORD JACKET	piece	5,200	7.50
INK, STAMP PAD	bottle	59	30.80
NOTEPAD, STICK-ON, 3 X 3	pad	190	47.73
PAPER, COPY, 80 GSM, A4	ream	1,770	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	174	181.42
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	55	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	222	13.38
PEN, MARKER ,WHITEBOARD-RED	piece	131	13.38
PENCIL SHARPNER	piece	20	202.80
PUNCHER, PAPER, 2 HOLES	piece	40	131.96
RUBBER BAND, #18	box	13	109.50
RULER, PLASTIC 18"	piece	20	17.68
SCISSORS	pair	49	40.56
STAPLER, STANDARD TYPE	piece	92	176.80
STAPLE WIRE, STANDARD	box	1,000	22.55
TAPE, MASKING, 24MM	piece	130	54.60
TAPE, PACKAGING, 2"	piece	249	19.97
TAPE, TRANSPARENT, 24MM	pack	828	10.09
TISSUE PAPER	pack	377	87.40
TWINE, PLASTIC	pack	16	58.24

*This posting is valid on January 7, 2020 ONLY.

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