



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 17, 2022

No. of Items: 50

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	435	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	65	387.92
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	277	88.00
BATTERY, dry Cell, size D	pack	64	96.20
BLADE, for general purpose cutter / utility knife	piece	7	14.82
CARTOLINA, assorted colors	pack	17	83.72
CLEARBOOK, 20 Transparent pockets, Legal	piece	31	38.41
CLIP, backfold, 19mm	box	409	8.72
CLIP, backfold, 25mm	box	27	15.22
CLIP, backfold, 32mm	box	1	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	4	738.40
ENVELOPE, expanding, plastic	piece	488	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	162	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	38	71.50
HANDBOOK (RA 9184), 8th edition	book	9	37.21
INK, for stamp pad	bottle	19	31.52
MARKER, fluorescent	set	527	36.66
MARKER, permanent, red, bullet type	piece	42	8.98
MARKER, whiteboard, red	piece	1	13.38
NOTEBOOK, stenographer	piece	165	12.04
PAD PAPER, ruled	pad	5	29.12
PAPER TRIMMER / CUTTING MACHINE, table top	unit	7	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	289	136.66
PAPER, parchment	box	20	98.05
PENCIL SHARPENER, manual, single cutter head	piece	13	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	266	104.00
RULER, plastic, 450mm	piece	28	17.68

SCISSORS, symmetrical	pair	563	33.37
SCOURING PAD	pack	68	57.93
SIGN PEN, blue	piece	2	20.26
STAMP PAD, felt	piece	118	39.92
STAPLE WIRE, standard	box	32	22.55
TAPE, packaging, 48mm	roll	24	19.97
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	509	86.32
TONER CART, HP CE412A, (HP305), Yellow	cart	1	6,011.20
Toner Cartridge, HP CF403A (HP201A) Magenta	cart	5	4,043.83
TWINE, plastic	roll	2	66.62

***This posting is valid on January 17, 2022 ONLY.**

****List of available supplies as of January 17, 2022. Quantity of items varies throughout the day**

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