



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, 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 | 3 | 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 | 24 | P28.91 |
| KN95 MASKS | box | 64 | P888.80 |
| MARKER, Fluorescent, 3 colors per set | set | 144 | P36.66 |
| MARKER, Permanent, Black | piece | 131 | 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 | 1268 | 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 | 15 | P16.64 |
| SIGN PEN, Black, liquid or gel | piece | 179 | 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 | 14 | P27.87 |

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| 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 17, 2023 ONLY.

***List of available supplies as of January 17, 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.**