



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 18, 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	<i>pack</i>	8	₱96.20
CALCULATOR, Compact	<i>unit</i>	1	₱266.24
pack	<i>pack</i>	24	₱83.72
CLEARBOOK, 20 transparent pockets, legal	<i>piece</i>	1	₱36.36
DOCUMENT CAMERA, 8 MP	<i>unit</i>	4	₱23,623.60
ELECTRIC FAN, stand type	<i>unit</i>	9	₱856.86
ENVELOPE, Documentary, legal, 500 pieces per box	<i>box</i>	2	₱980.72
ENVELOPE, Expanding, Kraft, 100 pieces per box	<i>box</i>	7	₱738.40
FASTENER, metal, non-sharp edges, 50 sets per box	<i>box</i>	3	₱94.64
FLASH DRIVE, 16GB	<i>piece</i>	22	₱166.40
FOLDER with tab, legal, 100 pieces per pack	<i>pack</i>	48	₱333.26
FOLDER, L-type, A4, 50 pieces per pack	<i>pack</i>	31	₱187.54
FORM - CERTIFICATE OF SERVICE	<i>pad</i>	150	₱32.32
FORM - DAILY TIME RECORD	<i>pad</i>	133	₱32.25
FORM - REIMBURSEMENT RECEIPT (RER)	<i>pad</i>	82	₱29.72
FORM - SUPPLIES LEDGER CARD	<i>pad</i>	513	₱3.15
GLOVES, Latex	<i>box</i>	8	₱678.88
(RA 9184)	<i>book</i>	2	₱37.21
INK, for stamp pad, 50mL	<i>bottle</i>	24	₱28.91
KN95 MASKS	<i>box</i>	64	₱888.80
MARKER, Flourescent, 3 colors per set	<i>set</i>	134	₱36.66
MARKER, Permanent, Black	<i>piece</i>	121	₱7.47
MARKER, Permanent, Blue	<i>piece</i>	121	₱7.47
MOUSE, OPTICAL, USB connection type	<i>unit</i>	10	₱149.76
PAD PAPER, ruled	<i>pad</i>	12	₱30.68
PAPER, MULTICOPY A4, 500 sheets per ream	<i>ream</i>	1248	₱165.65
PAPER, MULTICOPY LEGAL, 500 sheets per ream	<i>ream</i>	102	₱189.18
PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	<i>ream</i>	148	₱158.91
PROTECTIVE SAFETY GOGGLES	<i>piece</i>	3	₱156.00
RECORD BOOK, 300 PAGES	<i>book</i>	5	₱62.40
RUBBER BAND No. 18, 350g	<i>box</i>	21	₱135.20
RULER, plastic, 450 mm	<i>piece</i>	15	₱16.64
SIGN PEN, Black, liquid or gel	<i>piece</i>	159	₱22.20
SIGN PEN, Blue, liquid or gel	<i>piece</i>	160	₱22.20
SIGN PEN, Red, liquid or gel	<i>piece</i>	219	₱22.20
STAMP PAD, felt	<i>piece</i>	36	₱39.92
STAPLE REMOVER, plier type	<i>piece</i>	14	₱27.87
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>	6	₱888.16

STAPLER, standard type	<i>piece</i>	9	₱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 18, 2023 ONLY.

***List of available supplies as of January 18, 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.**