



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 21, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	13,260	2.80
CALCULATOR	box	4	346.85
CLIP, PAPER, VINYL, 33MM (SMALL)	box	12	7.76
CUTTER BLADE, 10 PCS./TUBE	tube	64	14.82
CUTTER KNIFE, for general purpose	piece	101	33.43
ENVELOPE, DOCUMENTARY, A4	piece	16,651	1.35
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	299	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	230	30.49
ERASER, FELT, BLACKBOARD	piece	60	10.30
FASTENER, PAPER	box	55	83.41
FOLDER, WITH TAB, LEGAL SIZE	piece	62	3.22
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	9	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	840	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	40	30.80
NOTEPAD, STICK-ON, 3 X 3	pad	19	47.73
PAPER, COPY, 80 GSM, A4	ream	659	170.56
PAPER, MULTI-PURPOSE, LEGAL SIZE, 70GSM	ream	7	169.40
PAPER, RULED PAD	pad	261	29.12
PEN PERMANENT MARKING-RED	piece	195	8.98
PEN, MARKER ,WHITEBOARD-BLUE	piece	87	13.38
PEN, MARKER ,WHITEBOARD-RED	piece	1	13.38
PENCIL SHARPNER	piece	12	202.80
PUNCHER, PAPER, 2 HOLES	piece	25	131.96
RUBBER BAND, #18	box	1	109.50
RULER, PLASTIC 18"	piece	15	17.68
SCISSORS	pair	20	40.56
STAPLER, STANDARD TYPE	piece	84	176.80
STAPLE WIRE, STANDARD	box	952	22.55
TAPE, PACKAGING, 2"	piece	219	19.97
TAPE, TRANSPARENT, 24MM	pack	592	10.09
TISSUE PAPER	pack	362	87.40
TWINE, PLASTIC	pack	4	58.24

*This posting is valid on January 21, 2020 ONLY.

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