



## 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 22, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	12,910	2.80
CALCULATOR	box	1	346.85
CLIP, PAPER, VINYL, 33MM (SMALL)	box	12	7.76
CUTTER BLADE, 10 PCS./TUBE	tube	63	14.82
CUTTER KNIFE, for general purpose	piece	89	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
FASTENER, PAPER	box	53	83.41
FOLDER, WITH TAB, LEGAL SIZE	piece	60	3.22
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	7	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	790	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	319	170.56
PAPER, MULTI-PURPOSE, LEGAL SIZE, 70GSM	ream	7	169.40
PAPER, RULED PAD	pad	231	29.12
PEN PERMANENT MARKING-RED	piece	183	8.98
PEN, MARKER ,WHITEBOARD-BLUE	piece	47	13.38
PENCIL SHARPNER	piece	11	202.80
PUNCHER, PAPER, 2 HOLES	piece	25	131.96
RULER, PLASTIC 18"	piece	12	17.68
STAPLER, STANDARD TYPE	piece	71	176.80
STAPLE WIRE, STANDARD	box	944	22.55
TAPE, PACKAGING, 2"	piece	209	19.97
TAPE, TRANSPARENT, 24MM	pack	548	10.09
TISSUE PAPER	pack	352	87.40
TWINE, PLASTIC	pack	2	58.24

\*This posting is valid on January 22, 2020 ONLY.

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