



## 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 27, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	12,910	2.80
CUTTER BLADE, 10 PCS./TUBE	tube	62	14.82
CUTTER KNIFE, for general purpose	piece	78	33.43
ENVELOPE, DOCUMENTARY, A4	piece	16,601	1.35
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	99	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	220	30.49
FASTENER, PAPER	box	49	83.41
FOLDER, WITH TAB, LEGAL SIZE	piece	25	3.22
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	690	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	39	30.80
NOTEPAD, STICK-ON, 3 X 3	pad	18	47.73
PAPER, COPY, 80 GSM, A4	ream	180	170.56
PAPER, MULTI-PURPOSE, LEGAL SIZE, 70GSM	ream	2	169.40
PAPER, RULED PAD	pad	241	29.12
PEN PERMANENT MARKING-RED	piece	178	8.98
PENCIL SHARPNER	piece	8	202.80
PUNCHER, PAPER, 2 HOLES	piece	21	131.96
RULER, PLASTIC 18"	piece	3	17.68
STAPLER, STANDARD TYPE	piece	52	176.80
STAPLE WIRE, STANDARD	box	909	22.55
TAPE, PACKAGING, 2"	piece	198	19.97
TAPE, TRANSPARENT, 24MM	pack	508	10.09
TISSUE PAPER	pack	275	87.40
TWINE, PLASTIC	pack	2	58.24

\*This posting is valid on January 27, 2020 ONLY.

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