



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 29, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	12,910	2.80
CUTTER BLADE, 10 PCS./TUBE	tube	51	14.82
CUTTER KNIFE, for general purpose	piece	77	33.43
ENVELOPE, DOCUMENTARY, A4	piece	15,601	1.35
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	79	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	210	30.49
FASTENER, PAPER	box	32	83.41
FOLDER, WITH TAB, LEGAL SIZE	piece	20	3.22
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	660	9.53
FORM - CERTIFICATE OF SERVICE FORM	pad	131	28.57
FORM - DAILY TIME RECORD	pad	145	32.25
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	366	29.72
INK, STAMP PAD	bottle	28	30.80
PAPER, COPY, 80 GSM, A4	ream	40	170.56
PAPER, RULED PAD	pad	231	29.12
PEN PERMANENT MARKING-RED	piece	176	8.98
PENCIL SHARPNER	piece	5	202.80
PUNCHER, PAPER, 2 HOLES	piece	20	131.96
RULER, PLASTIC 18"	piece	3	17.68
STAPLER, STANDARD TYPE	piece	52	176.80
STAPLE WIRE, STANDARD	box	889	22.55
TAPE, PACKAGING, 2"	piece	156	19.97
TAPE, TRANSPARENT, 24MM	pack	471	10.09
TISSUE PAPER	pack	275	87.40
TWINE, PLASTIC	pack	2	58.24

*This posting is valid on January 29, 2020 ONLY.

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