



# 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, 2021

No. of Items: 39

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	308	90.22
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	517	43.58
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	1	96.20
BROOM, soft (tambo)	piece	4	236.24
CHALK, molded, white, dustless, length: 78mm min	box	2	29.64
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	48	8.76
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	30	15.22
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	31	22.36
CUTTER BLADE, for heavy duty cutter	piece	115	14.82
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	2	1,109.68
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	660	9.53
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - DAILY TIME RECORD	pad	70	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	335	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	3.15
HEAD COVER, disposable	piece	1	2.60
INK CART, HP CZ122A (HP685A), Cyan	cart	2	256.88
INK CART, HP CZ123A (HP685A), Magenta	cart	2	256.88
MARKER, FLUORESCENT, 3 assorted colors per set	set	15	44.41
MARKER, PERMANENT, bullet type, red	piece	290	8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	48	13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	669	12.04
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	178	181.42
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	23	30.68
PENCIL SHARPENER, manual, single cutter head	piece	79	202.67
RUBBER BAND, 70mm min lay flat length (#18)	box	14	100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	192	17.68

<b>STAMP PAD INK, purple or violet, 50ml (min.)</b>	<b>bottle</b>	<b>15</b>	<b>31.52</b>
<b>STAMP PAD, FELT, bed dimension: 60mm x 100mm min</b>	<b>piece</b>	<b>1</b>	<b>34.95</b>
<b>STAPLE WIRE, STANDARD, (26/6)</b>	<b>box</b>	<b>366</b>	<b>22.55</b>
<b>STAPLER, BINDER TYPE, heavy duty, desktop</b>	<b>unit</b>	<b>13</b>	<b>914.16</b>
<b>SURGICAL MASK, 3-ply</b>	<b>pack (50s)</b>	<b>677</b>	<b>1,144.00</b>
<b>TAPE DISPENSER, TABLE TOP, for 24mm width tape</b>	<b>piece</b>	<b>83</b>	<b>64.20</b>
<b>TAPE, PACKAGING, width: 48mm (±1mm)</b>	<b>roll</b>	<b>222</b>	<b>19.97</b>
<b>TOILET TISSUE PAPER 2-plys sheets, 150 pulls</b>	<b>pack</b>	<b>5</b>	<b>86.84</b>
<b>TONER CART, HP CE411A, (HP305), Cyan</b>	<b>cart</b>	<b>3</b>	<b>6,011.20</b>
<b>Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet</b>	cart	<b>3</b>	₱4,043.83
<b>Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ</b>	cart	<b>6</b>	₱4,043.83
<b>WRAPPING PAPER, kraft, 65gsm (-5%)</b>	pack	<b>6</b>	₱154.84

**\*This posting is valid on January 29, 2021 ONLY.**

**\*\*List of available supplies as of January 29,2021. Quantity of items varies throughout the day**

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