



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 31, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	12,390	2.80
CUTTER BLADE, 10 PCS./TUBE	tube	46	14.82
CUTTER KNIFE, for general purpose	piece	77	33.43
ENVELOPE, DOCUMENTARY, A4	piece	18,001	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	1,900	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	29	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	190	30.49
FASTENER, PAPER	box	362	83.41
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
NOTEPAD, STICK-ON, 2 X 3	pad	200	37.06
NOTEPAD, STICK-ON, 3 X 4	pad	200	59.28
PAPER, RULED PAD	pad	231	29.12
PEN PERMANENT MARKING-RED	piece	172	8.98
PENCIL SHARPNER	piece	5	202.80
PUNCHER, PAPER, 2 HOLES	piece	22	131.96
RUBBER BAND, #18	box	1	109.50
RULER, PLASTIC 18"	piece	3	17.68
SCISSORS	pair	4	40.56
STAPLER, STANDARD TYPE	piece	48	176.80
STAPLE WIRE, STANDARD	box	889	22.55
TAPE, MASKING, 24MM	piece	7	54.60
TAPE, PACKAGING, 2"	piece	156	19.97
TAPE, TRANSPARENT, 24MM	pack	476	10.09
TISSUE PAPER	pack	275	87.40

*This posting is valid on January 31, 2020 ONLY.

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