



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 3, 2022

No. of Items: 42

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	265	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	616	330.55
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	1,877	88.00
BATTERY, dry Cell, size D	pack	45	96.20
CLIP, backfold, 25mm	box	1,218	15.22
CLIP, backfold, 32mm	box	1,150	22.36
CLIP, backfold, 50mm	box	834	54.60
DISPOSABLE GLOVES, LATEX	box	1	678.88
DOCUMENT CAMERA, 8 MP	unit	1	23,623.60
ELECTRIC FAN, stand type	unit	6	856.86
ENVELOPE, expanding, plastic	piece	441	30.49
FACE SHIELD, direct splash protection	piece	336	45.00
FIRE EXTINGUISHER, pure HCFC	unit	1	5,613.25
FOLDER, L-type, A4	pack	144	171.43
FOLDER, L-type, legal	pack	73	243.24
FORM - CERTIFICATE OF SERVICE	pad	48	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,600	3.15
HANDBOOK (RA 9184), 8th edition	book	9	37.21
MARKER, fluorescent	set	816	36.66
NOTEBOOK, stenographer	piece	47	12.04
PAD PAPER, ruled	pad	46	29.12
PAPER TRIMMER / CUTTING MACHINE, table top	unit	7	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	7,082	136.66
PAPER, MULTICOPY, Legal, 80gsm	reams	910	127.71
PAPER, parchment	box	2	98.05
PENCIL SHARPENER, manual, single cutter head	piece	2	202.67
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	179	70.72
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	76	101.92
RULER, plastic, 450mm	piece	215	17.68
SCISSORS, symmetrical	pair	410	40.56
SCOURING PAD	pack	70	112.32
SIGN PEN, blue	piece	3,675	20.26
STAMP PAD, felt	piece	152	34.95
SURGICAL MASK, 3-ply	box	1,855	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	480	86.84
TONER CART, HP CE410A, (HP305), Black	cart	2	4,201.60
TONER CART, HP CE411A, (HP305), Cyan	cart	2	6,011.20
TONER CART, HP CE412A, (HP305), Yellow	cart	4	6,011.20

Toner Cartridge, HP CF401A (HP201A) Cyan	cart	1	4,043.83
Toner Cartridge, HP CF403A (HP201A) Magenta	cart	1	4,043.83
TWINE, plastic	roll	9	58.24

***This posting is valid on January 3, 2022 ONLY.**

****List of available supplies as of January 3, 2022. Quantity of items varies throughout the day**

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