



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 February 3, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	12,390	2.80
BATTEERY, AA, DRY CELL, 2PCS/PACK	pack	170	36.30
CLIP, PAPER, VINYL, 33MM (SMALL)	box	82	7.76
CLIP, PAPER, VINYL, 50MM (BIG)	box	87	17.14
CUTTER BLADE, 10 PCS./TUBE	tube	196	14.82
CUTTER KNIFE, for general purpose	piece	67	33.43
DATA FILE BOX, made of chipboard	piece	190	77.20
ENVELOPE, DOCUMENTARY, A4	piece	17,991	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	16,900	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	1,029	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	690	30.49
ERASER, FELT, BLACKBOARD	piece	591	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	195	4.37
FASTENER, PAPER	box	354	83.41
FOLDER, WITH TAB, A4 SIZE	piece	2,570	2.79
FOLDER, L-TYPE, PLASTIC, FOR A4	pack	13	171.43
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	10	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	1,360	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
MARKER, FLOURESCENT, 3 PCS/SET	set	282	46.68
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,475	12.04
NOTEPAD, STICK-ON, 2 X 3	pad	170	37.06
NOTEPAD, STICK-ON, 3 X 3	pad	680	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	186	59.28
PAPER, RULED PAD	pad	231	29.12
PEN PERMANENT MARKING-RED	piece	404	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	1,164	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	1,164	13.38
PEN, MARKER ,WHITEBOARD-RED	piece	580	13.38
PENCIL SHARPNER	piece	64	202.80
PUNCHER, PAPER, 2 HOLES	piece	18	131.96
SCISSORS	pair	88	40.56
STAPLER, BINDER TYPE	piece	3	914.16
STAPLER, STANDARD TYPE	piece	37	176.80
STAPLE WIRE, STANDARD	box	1,371	22.55
TAPE, MASKING, 24MM	piece	704	54.60
TAPE, MASKING, 48MM	piece	52	106.60
TAPE, PACKAGING, 2"	piece	440	19.97
TAPE, TRANSPARENT, 24MM	pack	450	10.09
TISSUE PAPER	pack	210	87.40

*This posting is valid on February 3, 2020 ONLY.

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