



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 5, 2022

No. of Items: 60

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	447	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	69	387.92
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	282	88.00
BATTERY, dry Cell, size D	pack	64	96.20
BLADE, for general purpose cutter / utility knife	piece	9	14.82
CARTOLINA, assorted colors	pack	21	83.72
CLEARBOOK, 20 Transparent pockets, Legal	piece	34	38.41
CLIP, backfold, 19mm	box	428	8.72
CLIP, backfold, 25mm	box	52	15.22
CLIP, backfold, 32mm	box	18	22.36
CLIP, backfold, 50mm	box	13	54.60
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	1	23,623.60
ELECTRIC FAN, stand type	unit	80	856.86
ENVELOPE, expanding, kraft, legal	box	9	738.40
ENVELOPE, expanding, plastic	piece	506	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	19	167.44
FOLDER, fancy, with slide, legal	bundle	1	270.40
FOLDER, L-type, A4	pack	177	171.43
FOLDER, L-type, legal	pack	82	238.57
FORM - CERTIFICATE OF SERVICE	pad	48	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,740	3.15
FURNITURE CLEANER, aerosol type	can	43	120.12
GLUE, all purpose	jar	60	71.50
HANDBOOK (RA 9184), 8th edition	book	9	37.21
LIGHT BULB, Light Emitting Diode (LED)	piece	6	82.16
MARKER, fluorescent	set	554	36.66
MARKER, permanent, red, bullet type	piece	55	8.98
MARKER, whiteboard, red	piece	16	13.38
NOTEBOOK, stenographer	piece	187	12.04
PAD PAPER, ruled	pad	5	29.12
PAPER TRIMMER / CUTTING MACHINE, table top	unit	8	9,297.60
PAPER, multi-purpose, legal, 70gsm	reams	11	118.46
PAPER, MULTICOPY, A4, 80 gsm	reams	862	136.66
PAPER, MULTICOPY, Legal, 80gsm	reams	23	181.42
PAPER, parchment	box	24	98.05
PENCIL SHARPENER, manual, single cutter head	piece	23	202.67

PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	300	104.00
RULER, plastic, 450mm	piece	37	17.68
SCISSORS, symmetrical	pair	622	33.37
SCOURING PAD	pack	73	57.93
SIGN PEN, blue	piece	152	20.26
SIGN PEN, red	piece	8	20.26
STAMP PAD, felt	piece	130	39.92
STAPLE WIRE, standard	box	74	22.55
STAPLER, heavy duty, binder type	unit	1	914.16
STAPLER, standard type	piece	4	140.40
TAPE DISPENSER, table top	piece	4	64.20
TAPE, packaging, 48mm	roll	34	19.97
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	570	86.32
TONER CART, HP CE412A, (HP305), Yellow	cart	2	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	13	66.62

***This posting is valid on January 5, 2022 ONLY.**

****List of available supplies as of January 5, 2022. Quantity of items varies throughout the day**

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