



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 6, 2022

No. of Items: 55

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	440	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	18	83.72
CLEARBOOK, 20 Transparent pockets, Legal	piece	32	38.41
CLIP, backfold, 19mm	box	418	8.72
CLIP, backfold, 25mm	box	47	15.22
CLIP, backfold, 32mm	box	13	22.36
CLIP, backfold, 50mm	box	3	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	7	738.40
ENVELOPE, expanding, plastic	piece	506	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	14	167.44
FOLDER, fancy, with slide, legal	bundle	1	270.40
FOLDER, L-type, A4	pack	172	171.43
FOLDER, L-type, legal	pack	81	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	33	120.12
GLUE, all purpose	jar	50	71.50
HANDBOOK (RA 9184), 8th edition	book	9	37.21
MARKER, fluorescent	set	549	36.66
MARKER, permanent, red, bullet type	piece	45	8.98
MARKER, whiteboard, red	piece	6	13.38
NOTEBOOK, stenographer	piece	177	12.04
PAD PAPER, ruled	pad	5	29.12
PAPER TRIMMER / CUTTING MACHINE, table top	unit	7	9,297.60
PAPER, multi-purpose, legal, 70gsm	reams	11	118.46
PAPER, MULTICOPY, A4, 80 gsm	reams	492	136.66
PAPER, MULTICOPY, Legal, 80gsm	reams	10	181.42
PAPER, parchment	box	20	98.05
PENCIL SHARPENER, manual, single cutter head	piece	18	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00

RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	8	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	288	104.00
RULER, plastic, 450mm	piece	33	17.68
SCISSORS, symmetrical	pair	602	33.37
SCOURING PAD	pack	73	57.93
SIGN PEN, blue	piece	74	20.26
STAMP PAD, felt	piece	125	39.92
STAPLE WIRE, standard	box	64	22.55
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	552	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	6	66.62

***This posting is valid on January 6, 2022 ONLY.**

****List of available supplies as of January 6, 2022. Quantity of items varies throughout the day**

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