



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 11, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,340	2.80
CALCULATOR	piece	12	346.85
CUTTER BLADE, 10 PCS./TUBE	tube	177	14.82
CUTTER KNIFE, for general purpose	piece	18	33.43
DATING AND STAMPING MACHINE HD	piece	2	453.96
ENVELOPE, DOCUMENTARY, A4	piece	12,341	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	11,539	1.86
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	401	30.49
ERASER, FELT, BLACKBOARD	piece	329	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	61	4.37
FASTENER, PAPER	box	256	83.41
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	268	9.53
FORM - CERTIFICATE OF SERVICE FORM	pad	111	28.57
FORM - DAILY TIME RECORD	pad	125	32.25
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	361	29.72
INK, STAMP PAD	bottle	8	30.80
MARKER, FLOURESCENT, 3 PCS/SET	set	158	46.68
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,368	12.04
NOTEPAD, STICK-ON, 3 X 3	pad	425	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	175	59.28
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	984	181.42
PAPER, RULED PAD	pad	127	29.12
PEN PERMANENT MARKING-RED	piece	313	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	312	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	442	13.38
PENCIL SHARPNER	piece	32	202.80
STAMP PAD FELT	pad	30	34.95
STAPLE WIRE, STANDARD	box	1,137	22.55
TAPE, MASKING, 24MM	piece	300	54.60
TAPE, PACKAGING, 2"	piece	315	19.97

*This posting is valid on February 11, 2020 ONLY.

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