



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 13, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,240	2.80
CALCULATOR	piece	6	346.85
CUTTER BLADE, 10 PCS./TUBE	tube	177	14.82
CUTTER KNIFE, for general purpose	piece	16	33.43
ENVELOPE, DOCUMENTARY, A4	piece	11,841	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	10,939	1.86
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	352	30.49
ERASER, FELT, BLACKBOARD	piece	329	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	61	4.37
FASTENER, PAPER	box	242	83.41
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	50	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	400	47.73
PAPER, COPY, 80 GSM, A4	ream	2,928	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	977	181.42
PAPER, RULED PAD	pad	127	29.12
PEN PERMANENT MARKING-RED	piece	313	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	240	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	430	13.38
PENCIL SHARPNER	piece	31	202.80
STAMP PAD FELT	pad	30	34.95
STAPLE WIRE, STANDARD	box	1,132	22.55
TAPE, MASKING, 24MM	piece	281	54.60
TAPE, PACKAGING, 2"	piece	311	19.97
TAPE, TRANSPARENT, 24MM	pack	20	10.09

*This posting is valid on February 13, 2020 ONLY.

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