



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 14, 2022

No. of Items: 44

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	343	90.22
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	32	387.92
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	228	88.00
BATTERY, dry Cell, size D	pack	64	96.20
CARTOLINA, assorted colors	pack	15	83.72
CHALK, white enamel	box	53	32.97
CLIP, backfold, 19mm	box	254	8.72
CLIP, backfold, 32mm	box	365	25.56
CLIP, backfold, 50mm	box	254	56.04
CORRECTION TAPE, 8m	piece	704	11.53
DISPOSABLE GLOVES, LATEX	box	8	678.88
ELECTRIC FAN, industrial, ground type	unit	41	1,109.68
ELECTRIC FAN, stand type	unit	9	856.86
ENVELOPE, expanding, plastic	piece	409	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	450	166.40
FOLDER, L-type, A4	pack	104	171.43
FOLDER, L-type, legal	pack	30	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	17	120.12
HANDBOOK (RA 9184), 8th edition	book	6	37.21
MARKER, fluorescent	set	444	36.66
MARKER, permanent, red, bullet type	piece	12	8.98
NOTEBOOK, stenographer	piece	48	12.04
PAD PAPER, ruled	pad	95	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	1,877	136.66
PAPER, parchment	box	6	98.05
PENCIL SHARPENER, manual, single cutter head	piece	3	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	253	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	189	104.00
SCISSORS, symmetrical	pair	460	33.37
SCOURING PAD	pack	61	57.93
STAMP PAD, felt	piece	82	39.92
TAPE, masking, 24mm	roll	527	61.88
TAPE, MASKING, 48mm	roll	345	121.16

TAPE, transparent, 24mm	roll	616	11.18
TAPE, transparent, 48mm	roll	302	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	327	86.32
TONER CART, HP CE412A, (HP305), Yellow	cart	1	6,011.20

***This posting is valid on February 14, 2022 ONLY.**

****List of available supplies as of February 14, 2022. Quantity of items varies throughout the day**

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