



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 17, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,140	2.80
CUTTER BLADE, 10 PCS./TUBE	tube	166	14.82
CUTTER KNIFE, for general purpose	piece	8	33.43
ENVELOPE, DOCUMENTARY, A4	piece	11,076	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	10,304	1.86
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	333	30.49
ERASER, FELT, BLACKBOARD	piece	266	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	46	4.37
FASTENER, PAPER	box	227	83.41
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	5	30.80
MARKER, FLOURESCENT, 3 PCS/SET	set	144	46.68
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,363	12.04
NOTEPAD, STICK-ON, 3 X 3	pad	339	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	137	59.28
PAPER, COPY, 80 GSM, A4	ream	1,342	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	841	181.42
PAPER, RULED PAD	pad	127	29.12
PEN PERMANENT MARKING-RED	piece	307	8.98
PEN, MARKER ,WHITEBOARD-BLUE	piece	253	13.38
PENCIL SHARPNER	piece	27	202.80
STAMP PAD FELT	pad	27	34.95
STAPLE WIRE, STANDARD	box	1,053	22.55
TAPE, MASKING, 24MM	piece	169	54.60
TAPE, PACKAGING, 2"	piece	284	19.97

*This posting is valid on February 17, 2020 ONLY.

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