



# 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 15, 2021

No. of Items: 23

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	226	90.22
CHALK, molded, white, dustless, length: 78mm min	box	1	29.64
CUTTER BLADE, for heavy duty cutter	piece	87	14.82
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	2	1,109.68
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - DAILY TIME RECORD	pad	50	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	335	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	3.15
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	251	8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	34	13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	420	12.04
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	5	181.42
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	2	30.68
PENCIL SHARPENER, manual, single cutter head	piece	75	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	161	17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	6	31.52
STAPLE WIRE, STANDARD, (26/6)	box	289	22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	6	914.16
SURGICAL MASK, 3-ply	50/pck	529	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	56	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	156	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	5	4,043.83

**\*This posting is valid on February 15, 2021 ONLY.**

**\*\*List of available supplies as of February 15, 2021. Quantity of items varies throughout the day**

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