



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, 2022

No. of Items: 44

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	339	90.22
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	15	387.92
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	148	88.00
BATTERY, dry Cell, size D	pack	64	96.20
CALCULATOR, compact	unit	19	346.85
CARTOLINA, assorted colors	pack	15	83.72
CHALK, white enamel	box	53	32.97
CLIP, backfold, 19mm	box	241	8.72
CLIP, backfold, 32mm	box	349	25.56
CLIP, backfold, 50mm	box	233	56.04
CORRECTION TAPE, 8m	piece	594	11.53
DISPOSABLE GLOVES, LATEX	box	8	678.88
ELECTRIC FAN, industrial, ground type	unit	41	1,109.68
ELECTRIC FAN, stand type	unit	5	856.86
ENVELOPE, documentary, A4	box	748	673.09
ENVELOPE, expanding, plastic	piece	406	30.49
ERASER, FELT, for blackboard/whiteboard	piece	13	10.30
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	444	166.40
FOLDER, L-type, A4	pack	102	171.43
FOLDER, L-type, legal	pack	28	238.57
FORM - CERTIFICATE OF SERVICE	pad	48	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,740	3.15
FURNITURE CLEANER, aerosol type	can	12	120.12
HANDBOOK (RA 9184), 8th edition	book	6	37.21
MARKER, fluorescent	set	442	36.66
MARKER, permanent, red, bullet type	piece	12	8.98
NOTEBOOK, stenographer	piece	43	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	1,752	136.66
PAPER, parchment	box	5	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	186	104.00
RUBBER BAND, No. 18	box	22	100.05
SCISSORS, symmetrical	pair	446	33.37

SCOURING PAD	pack	60	57.93
STAMP PAD, felt	piece	80	39.92
TAPE, masking, 24mm	roll	505	61.88
TAPE, MASKING, 48mm	roll	339	121.16
TAPE, transparent, 24mm	roll	562	11.18

***This posting is valid on February 15, 2022 ONLY.**

****List of available supplies as of February 15, 2022. Quantity of items varies throughout the day**

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