



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 16, 2022

No. of Items: 44

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	330	90.22
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	2	387.92
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	94	88.00
BATTERY, dry Cell, size D	pack	64	96.20
CALCULATOR, compact	unit	17	346.85
CARTOLINA, assorted colors	pack	15	83.72
CHALK, white enamel	box	53	32.97
CLIP, backfold, 19mm	box	231	8.72
CLIP, backfold, 32mm	box	335	25.56
CLIP, backfold, 50mm	box	223	56.04
CORRECTION TAPE, 8m	piece	484	11.53
DISPOSABLE GLOVES, LATEX	box	8	678.88
ELECTRIC FAN, industrial, ground type	unit	41	1,109.68
ENVELOPE, documentary, A4	box	745	673.09
ENVELOPE, expanding, plastic	piece	396	30.49
ERASER, FELT, for blackboard/whiteboard	piece	10	10.30
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	429	166.40
FOLDER, L-type, A4	pack	97	171.43
FOLDER, L-type, legal	pack	25	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	11	120.12
HANDBOOK (RA 9184), 8th edition	book	6	37.21
MARKER, fluorescent	set	440	36.66
MARKER, permanent, red, bullet type	piece	7	8.98
NOTEBOOK, stenographer	piece	38	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	1,602	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	239	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	182	104.00
RUBBER BAND, No. 18	box	20	100.05
SCISSORS, symmetrical	pair	424	33.37
SCOURING PAD	pack	60	57.93

STAMP PAD, felt	piece	78	39.92
TAPE, masking, 24mm	roll	446	61.88
TAPE, MASKING, 48mm	roll	324	121.16
TAPE, transparent, 24mm	roll	499	11.18
TAPE, transparent, 48mm	roll	278	22.57

***This posting is valid on February 16, 2022 ONLY.**

****List of available supplies as of February 16, 2022. Quantity of items varies throughout the day**

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