



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, 2022

No. of Items: 44

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	314	90.22
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	20	88.00
BATTERY, dry Cell, size D	pack	64	96.20
CALCULATOR, compact	unit	8	346.85
CARTOLINA, assorted colors	pack	10	83.72
CHALK, white enamel	box	53	32.97
CLIP, backfold, 19mm	box	208	8.72
CLIP, backfold, 32mm	box	301	25.56
CLIP, backfold, 50mm	box	207	56.04
CORRECTION TAPE, 8m	piece	296	11.53
DISPOSABLE GLOVES, LATEX	box	8	678.88
ELECTRIC FAN, industrial, ground type	unit	37	1,109.68
ENVELOPE, expanding, plastic	piece	392	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	409	166.40
FOLDER, L-type, A4	pack	86	171.43
FOLDER, L-type, legal	pack	23	238.57
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,740	3.15
FURNITURE CLEANER, aerosol type	can	7	120.12
HANDBOOK (RA 9184), 8th edition	book	6	37.21
MARKER, fluorescent	set	431	36.66
MARKER, permanent, red, bullet type	piece	2	8.98
NOTEBOOK, stenographer	piece	9	12.04
PAD PAPER, ruled	pad	81	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	1,291	136.66
PAPER, parchment	box	5	98.05
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	218	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	150	104.00
RUBBER BAND, No. 18	box	19	100.05
SCISSORS, symmetrical	pair	395	33.37
SCOURING PAD	pack	60	57.93
STAMP PAD, felt	piece	71	39.92
TAPE, masking, 24mm	roll	371	61.88
TAPE, MASKING, 48mm	roll	309	121.16
TAPE, transparent, 24mm	roll	412	11.18

TAPE, transparent, 48mm	roll	253	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	282	86.32
TONER CART, HP CE412A, (HP305), Yellow	cart	1	6,011.20
WRAPPING PAPER, kraft	pack	7	154.84

***This posting is valid on February 17, 2022 ONLY.**

****List of available supplies as of February 17, 2022. Quantity of items varies throughout the day**

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