

**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 19, 2020**

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,140	2.80
BATTERY, AA, DRY CELL, 2PCS/PACK	pack	59	36.30
CUTTER BLADE, 10 PCS./TUBE	tube	166	14.82
CUTTER KNIFE, for general purpose	piece	8	33.43
DATA FILE BOX, made of chipboard	piece	154	77.20
DISINFECTANT SPRAY, AEROSOL TYPE	can	16	128.96
ENVELOPE, DOCUMENTARY, A4	piece	10,776	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	10,004	1.86
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	310	30.49
ERASER, FELT, BLACKBOARD	piece	264	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	46	4.37
EXTERNAL HARD DRIVE, 1TB	piece	20	2,650.83
FASTENER, PAPER	box	225	83.41
FOLDER, L-TYPE, PLASTIC, FOR A4	pack	14	171.43
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	12	243.24
FORM - CERTIFICATE OF SERVICE FORM	pad	91	28.57
FORM - DAILY TIME RECORD	pad	125	32.25
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	356	29.72
INK, STAMP PAD	bottle	3	30.80
MARKER, FLOURESCENT, 3 PCS/SET	set	240	46.68
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,323	12.04
NOTEPAD, STICK-ON, 3 X 3	pad	335	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	137	59.28
PAPER, COPY, 80 GSM, A4	ream	1,111	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	816	181.42
PAPER, RULED PAD	pad	127	29.12
PEN PERMANENT MARKING-RED	piece	307	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	100	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	243	13.38
PENCIL SHARPNER	piece	27	202.80
STAMP PAD FELT	pad	22	34.95
STAPLER, BINDER TYPE	piece	3	914.16
STAPLE WIRE, STANDARD	box	1,051	22.55
TAPE, MASKING, 24MM	piece	157	54.60
TAPE, PACKAGING, 2"	piece	284	19.97
TONER CE285A	cart	14	3,432.00
TONER Q2612A	cart	14	3,900.00

*This posting is valid on February 19, 2020 ONLY.

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