

**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 20, 2020**

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,140	2.80
BATTERY, AA, DRY CELL, 2PCS/PACK	pack	49	36.30
CUTTER BLADE, 10 PCS./TUBE	tube	166	14.82
CUTTER KNIFE, for general purpose	piece	1	33.43
DATA FILE BOX, made of chipboard	piece	133	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	262	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	31	4.37
EXTERNAL HARD DRIVE, 1TB	piece	16	2,650.83
FASTENER, PAPER	box	220	83.41
FOLDER, L-TYPE, PLASTIC, FOR A4	pack	13	171.43
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	11	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	1,313	12.04
NOTEPAD, STICK-ON, 3 X 3	pad	315	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	112	59.28
PAPER, COPY, 80 GSM, A4	ream	956	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	796	181.42
PAPER, RULED PAD	pad	127	29.12
PEN PERMANENT MARKING-RED	piece	302	8.98
PEN, MARKER ,WHITEBOARD-BLUE	piece	241	13.38
PENCIL SHARPNER	piece	25	202.80
STAMP PAD FELT	pad	17	34.95
STAPLER, BINDER TYPE	piece	1	914.16
STAPLE WIRE, STANDARD	box	1,031	22.55
TAPE, MASKING, 24MM	piece	143	54.60
TAPE, PACKAGING, 2"	piece	280	19.97
TONER CE285A	cart	14	3,432.00
TONER Q2612A	cart	14	3,900.00

*This posting is valid on February 20, 2020 ONLY.

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