

**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 21, 2020**

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,140	2.80
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	58	77.20
DISINFECTANT SPRAY, AEROSOL TYPE	can	6	128.96
ENVELOPE, DOCUMENTARY, A4	piece	10,601	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	9,854	1.86
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	293	30.49
ERASER, FELT, BLACKBOARD	piece	251	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	22	4.37
EXTERNAL HARD DRIVE, 1TB	piece	3	2,650.83
FASTENER, PAPER	box	218	83.41
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	124	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	238	46.68
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,293	12.04
NOTEPAD, STICK-ON, 3 X 3	pad	305	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	75	59.28
PAPER, COPY, 80 GSM, A4	ream	848	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	768	181.42
PAPER, RULED PAD	pad	127	29.12
PEN PERMANENT MARKING-RED	piece	298	8.98
PEN, MARKER ,WHITEBOARD-BLUE	piece	237	13.38
PENCIL SHARPNER	piece	24	202.80
STAMP PAD FELT	pad	13	34.95
STAPLE WIRE, STANDARD	box	1,027	22.55
TAPE, MASKING, 24MM	piece	137	54.60
TAPE, PACKAGING, 2"	piece	276	19.97
TONER CE285A	cart	10	3,432.00
TONER Q2612A	cart	12	3,900.00

\*This posting is valid on February 21, 2020 ONLY.

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