



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 22, 2022

No. of Items: 44

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	288	90.22
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	1,269	47.85
BATTERY, dry Cell, size AAA	pack	531	18.34
BATTERY, dry Cell, size D	pack	64	96.20
CALCULATOR, compact	unit	133	266.24
CARTOLINA, assorted colors	pack	126	83.72
CHALK, white enamel	box	53	32.97
CLIP, backfold, 19mm	box	176	8.72
CLIP, backfold, 32mm	box	271	25.56
CLIP, backfold, 50mm	box	180	56.04
CORRECTION TAPE, 8m	piece	234	11.53
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	23,623.60
ELECTRIC FAN, industrial, ground type	unit	37	1,109.68
ELECTRIC FAN, stand type	unit	127	856.86
ENVELOPE, expanding, plastic	piece	391	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	349	166.40
FOLDER, L-type, A4	pack	84	171.43
FOLDER, L-type, legal	pack	16	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
HANDBOOK (RA 9184), 8th edition	book	6	37.21
KN95 FACE MASK	pack (10)	100	888.80
MARKER, fluorescent	set	418	36.66
NOTEBOOK, stenographer	piece	491	12.04
PAD PAPER, ruled	pad	414	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	1,034	136.66
PAPER, parchment	box	141	98.05
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	203	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	340	104.00
RUBBER BAND, No. 18	box	8	100.05
SCISSORS, symmetrical	pair	721	33.37
SCOURING PAD	pack	52	57.93
SIGN PEN, black	piece	407	20.26
STAMP PAD, felt	piece	111	39.92

TAPE, masking, 24mm	roll	1,081	61.88
TAPE, MASKING, 48mm	roll	292	121.16
TAPE, transparent, 24mm	roll	916	11.18
TAPE, transparent, 48mm	roll	617	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84

***This posting is valid on February 22, 2022 ONLY.**

****List of available supplies as of February 22, 2022. Quantity of items varies throughout the day**

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