



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, 2022

No. of Items: 44

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	304	90.22
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	183	8.72
CLIP, backfold, 32mm	box	286	25.56
CLIP, backfold, 50mm	box	192	56.04
CORRECTION TAPE, 8m	piece	244	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	399	166.40
FOLDER, L-type, A4	pack	86	171.43
FOLDER, L-type, legal	pack	20	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	4	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	71	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	1,089	136.66
PAPER, parchment	box	4	98.05
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	208	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	145	104.00
RUBBER BAND, No. 18	box	8	100.05
SCISSORS, symmetrical	pair	391	33.37
SCOURING PAD	pack	57	57.93
SIGN PEN, black	piece	497	20.26
STAMP PAD, felt	piece	71	39.92
TAPE, masking, 24mm	roll	346	61.88
TAPE, MASKING, 48mm	roll	307	121.16
TAPE, transparent, 24mm	roll	352	11.18

TAPE, transparent, 48mm	roll	251	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	257	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 21, 2022 ONLY.**

****List of available supplies as of February 21, 2022. Quantity of items varies throughout the day**

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