



## 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 23, 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	398	18.34
BATTERY, dry Cell, size D	pack	64	96.20
CALCULATOR, compact	unit	130	266.24
CARTOLINA, assorted colors	pack	86	83.72
CHALK, white enamel	box	53	32.97
CLIP, backfold, 19mm	box	171	8.72
CLIP, backfold, 32mm	box	266	25.56
CLIP, backfold, 50mm	box	175	56.04
CORRECTION TAPE, 8m	piece	64	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	101	856.86
ENVELOPE, expanding, plastic	piece	381	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	247	166.40
FOLDER, L-type, A4	pack	29	171.43
FOLDER, L-type, legal	pack	11	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	403	36.66
NOTEBOOK, stenographer	piece	487	12.04
PAD PAPER, ruled	pad	409	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	807	136.66
PAPER, parchment	box	137	98.05
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	195	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	331	104.00
SCISSORS, symmetrical	pair	709	33.37
SCOURING PAD	pack	52	57.93
SIGN PEN, black	piece	261	20.26
STAMP PAD, felt	piece	111	39.92
TAPE, masking, 24mm	roll	1,014	61.88

<b>TAPE, MASKING, 48mm</b>	<b>roll</b>	<b>236</b>	<b>121.16</b>
<b>TAPE, transparent, 24mm</b>	<b>roll</b>	<b>773</b>	<b>11.18</b>
<b>TAPE, transparent, 48mm</b>	<b>roll</b>	<b>559</b>	<b>22.57</b>
<b>TOILET TISSUE PAPER 2-plys sheets, 150 pulls</b>	<b>pack</b>	<b>92</b>	<b>86.84</b>
<b>TOILET TISSUE PAPER, 2-ply, 100% recycled</b>	<b>pack</b>	<b>232</b>	<b>86.32</b>

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**\*This posting is valid on February 23, 2022 ONLY.**

**\*\*List of available supplies as of February 23, 2022. Quantity of items varies throughout the day**

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