

**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 24, 2020			
ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, AEROSOL	can	50	86.06
BARCODE STICKER, TAMPER PROOF	piece	11,140	2.80
BATTERY, AA, DRY CELL, 2PCS/PACK	pack	94	36.30
CLEARBOOK, 20 TRANSPARENT POCKETS, LEGAL SIZE	piece	50	42.38
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
DATING AND STAMPING MACHINE HD	piece	10	453.96
DISINFECTANT SPRAY, AEROSOL TYPE	can	4	128.96
ELECTRIC FAN, STAND TYPE, PLASTIC BLADE	piece	14	856.86
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	203	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	22	4.37
FASTENER, PAPER	box	208	83.41
FILE TAB DIVIDER, A4 SIZE	set	100	11.13
FILE TAB DIVIDER, LEGAL SIZE	set	50	14.23
FLOURESCENT, LED LINEAR TUBE, 18 WATTS	piece	146	205.82
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 -REIMBURSEMENT EXPENSE RECEIPT	pad	356	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FURNITURE CLEANER, AEROSOL, 300ML	can	29	115.53
INSECTICIDE	can	48	139.36
MARKER, FLOURESCENT, 3 PCS/SET	set	228	46.68
MARKER, PERMANENT MARKING-RED	piece	298	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	480	13.38
MARKER, MARKER ,WHITEBOARD-BLUE	piece	693	13.38
MARKER, MARKER ,WHITEBOARD-RED	piece	828	13.38
MOUSE, OPTICAL, USB	unit	30	111.30
NOTE PAD, STICK-ON, 2 X 3	pad	100	37.06
NOTE PAD, STICK-ON, 3 X 3	pad	301	47.73
NOTE PAD, STICK-ON, 3 X 4	pad	73	59.28
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,273	12.04
PAPER CLIP, VINYL, 33MM (SMALL)	box	300	7.76
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	300	17.14
PAPER, COPY, 80 GSM, A4	ream	791	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	768	181.42
PAPER, RULED PAD	pad	127	29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	50	98.05
PENCIL SHARPNER	piece	24	202.80
SCISSORS	pair	50	40.56
STAMP PAD FELT	pad	12	34.95
STAMP PAD INK	bottle	3	30.80
STAPLE WIRE, STANDARD	box	1,021	22.55
STAPLER, STANDARD TYPE	piece	42	176.80
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	20	64.20
TAPE, MASKING, 24MM	piece	125	54.60
TAPE, MASKING, 48MM	piece	94	106.60
TAPE, PACKAGING, 2"	piece	276	19.97
TONER CB435A	cart	1	3,380.00
TONER CE285A	cart	10	3432.00
TONER CE410A	cart	4	4,201.60
TONER CE411A	cart	4	6,011.20
TONER CE412A	cart	2	6,011.20
TONER CE413A	cart	2	6,011.20
TONER CF400A	cart	6	3,429.78
TONER CF401A	cart	4	4,043.83
TONER CF402A	cart	4	4,043.83
TONER CF403A	cart	3	4,043.83
TONER Q2612A	cart	12	3900.00

*This posting is valid on February 24, 2020 ONLY.

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