



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, 2022

No. of Items: 44

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	271	90.22
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	1,269	47.85
BATTERY, dry Cell, size AAA	pack	343	18.34
BATTERY, dry Cell, size D	pack	64	96.20
CALCULATOR, compact	unit	127	266.24
CARTOLINA, assorted colors	pack	76	83.72
CHALK, white enamel	box	53	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	239	37.04
CLIP, backfold, 19mm	box	146	8.72
CLIP, backfold, 32mm	box	246	25.56
CLIP, backfold, 50mm	box	155	56.04
CORRECTION TAPE, 8m	piece	23	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
EXTERNAL HARD DRIVE, 1 TB	piece	8	2,598.84
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	220	166.40
FOLDER, L-type, A4	pack	23	171.43
FOLDER, L-type, legal	pack	8	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	344	36.66
NOTEBOOK, stenographer	piece	470	12.04
PAD PAPER, ruled	pad	399	21.53
PAPER CLIP, vinyl/plastic coated, 33mm	box	2	7.76
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	712	136.66
PAPER, parchment	box	127	98.05
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	191	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	322	104.00
SCISSORS, symmetrical	pair	658	33.37
SCOURING PAD	pack	42	57.93

SIGN PEN, black	piece	102	20.26
STAMP PAD, felt	piece	109	39.92
TAPE, masking, 24mm	roll	937	61.88
TAPE, MASKING, 48mm	roll	216	121.16
TAPE, transparent, 24mm	roll	680	11.18

***This posting is valid on February 24, 2022 ONLY.**

****List of available supplies as of February 24, 2022. Quantity of items varies throughout the day**

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