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 27, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, AEROSOL	can	17	86.06
BARCODE STICKER, TAMPER PROOF	piece	10,890	2.80
CLEARBOOK, 20 TRANSPARENT POCKETS, LEGAL SIZE	piece	32	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	1	77.20
DATING AND STAMPING MACHINE HD	piece	8	453.96
ELECTRIC FAN, STAND TYPE, PLASTIC BLADE	piece	12	856.86
ENVELOPE, DOCUMENTARY, A4	piece	10,051	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	9,339	1.86
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	293	30.49
ERASER, FELT, BLACKBOARD	piece	203	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	1	4.37
FASTENER, PAPER	box	187	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	96	205.82
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	4	243.24
FORM - CERTIFICATE OF SERVICE FORM	pad	91	28.57
FORM - DAILY TIME RECORD	pad	119	32.25
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	356	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FURNITURE CLEANER, AEROSOL, 300ML	can	13	115.53
INSECTICIDE	can	1	139.36
MARKER, FLOURESCENT, 3 PCS/SET	set	206	46.68
MARKER, PERMANENT MARKING-RED	piece	298	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	431	13.38
MARKER, MARKER ,WHITEBOARD-BLUE	piece	657	13.38
MARKER, MARKER ,WHITEBOARD-RED	piece	799	13.38
MOUSE, OPTICAL, USB	unit	19	111.30
NOTE PAD, STICK-ON, 2 X 3	pad	62	37.06
NOTE PAD, STICK-ON, 3 X 3	pad	251	47.73
NOTE PAD, STICK-ON, 3 X 4	pad	47	59.28
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,253	12.04
PAPER CLIP, VINYL, 33MM (SMALL)	box	193	7.76
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	222	17.14
PAPER, COPY, 80 GSM, A4	ream	1,457	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	677	181.42
PAPER, RULED PAD	pad	126	29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	9	98.05
PENCIL SHARPNER	piece	22	202.80
SCISSORS	pair	8	40.56
STAMP PAD FELT	pad	2	34.95
STAMP PAD INK	bottle	1	30.80
STAPLE WIRE, STANDARD	box	983	22.55
STAPLER, STANDARD TYPE	piece	17	176.80
TAPE, MASKING, 24MM	piece	87	54.60
TAPE, MASKING, 48MM	piece	71	106.60
TAPE, PACKAGING, 2"	piece	265	19.97
TONER CB435A	cart	1	3,380.00
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	3	3,429.78
TONER CF401A	cart	1	4,043.83
TONER CF402A	cart	1	4,043.83
TONER Q2612A	cart	12	3900.00

***This posting is valid on February 27, 2020 ONLY.**

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