



# 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 March 1, 2021

No. of Items: 21

| ITEM/DESCRIPTION                                     | UNIT   | AVAILABLE BALANCE | UNIT COST |
|--|--------|-------------------|-----------|
| AIR FRESHENER, aerosol, 280ml/150g min               | can    | 218               | 90.22     |
| CHALK, molded, white, dustless, length: 78mm min     | box    | 1                 | 29.64     |
| CUTTER BLADE, for heavy duty cutter                  | piece  | 85                | 14.82     |
| FORM - CERTIFICATE OF SERVICE                        | pad    | 91                | 28.57     |
| FORM - DAILY TIME RECORD                             | pad    | 50                | 32.25     |
| FORM - REIMBURSEMENT EXPENSE RECEIPT                 | pad    | 335               | 29.72     |
| FORM - SUPPLIES LEDGER CARD                          | piece  | 3,380             | 3.15      |
| HEAD COVER, disposable                               | piece  | 1                 | 2.60      |
| MARKER, PERMANENT, bullet type, red                  | piece  | 251               | 8.98      |
| MARKER, whiteboard, red, felt tip, bullet type       | piece  | 27                | 13.38     |
| NOTEBOOK, STENOGRAPHER, spiral, 40 leaves            | piece  | 420               | 12.04     |
| PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL) | reams  | 4                 | 181.42    |
| PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)       | pad    | 2                 | 30.68     |
| PENCIL SHARPENER, manual, single cutter head         | piece  | 72                | 202.67    |
| RULER, plastic, 450mm (18"), width: 38mm min         | piece  | 158               | 17.68     |
| STAPLE WIRE, STANDARD, (26/6)                        | box    | 274               | 22.55     |
| STAPLER, BINDER TYPE, heavy duty, desktop            | unit   | 1                 | 914.16    |
| SURGICAL MASK, 3-ply                                 | 50/pck | 501               | 1,144.00  |
| TAPE DISPENSER, TABLE TOP, for 24mm width tape       | piece  | 49                | 64.20     |
| TAPE, PACKAGING, width: 48mm ( $\pm$ 1mm)            | roll   | 149               | 19.97     |
| Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ   | cart   | 4                 | 4,043.83  |

**\*This posting is valid on March 1, 2021 ONLY.**

**\*\*List of available supplies as of March 1, 2021. Quantity of items varies throughout the day**

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