



## 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, 2022

No. of Items: 41

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	266	90.22
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	1,269	47.85
BATTERY, dry Cell, size AAA	pack	230	18.34
BATTERY, dry Cell, size D	pack	64	96.20
CALCULATOR, compact	unit	126	266.24
CARTOLINA, assorted colors	pack	76	83.72
CHALK, white enamel	box	53	32.97
CLIP, backfold, 19mm	box	119	8.72
CLIP, backfold, 32mm	box	147	25.56
CLIP, backfold, 50mm	box	86	56.04
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	23,623.60
ELECTRIC FAN, industrial, ground type	unit	32	1,109.68
ENVELOPE, expanding, plastic	piece	378	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	188	166.40
FOLDER, L-type, A4	pack	21	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	338	36.66
NOTEBOOK, stenographer	piece	455	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	562	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	174	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	478	104.00
SCISSORS, symmetrical	pair	419	33.37
SCOURING PAD	pack	42	57.93
STAMP PAD, felt	piece	104	39.92
TAPE, masking, 24mm	roll	920	61.88
TAPE, MASKING, 48mm	roll	358	121.16
TAPE, transparent, 24mm	roll	613	11.18
TAPE, transparent, 48mm	roll	505	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84

TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	96	86.32
Toner Cartridge, HP CF400A (HP201A) Black	cart	4	3,429.78

**\*This posting is valid on March 1, 2022 ONLY.**

**\*\*List of available supplies as of March 1, 2022. Quantity of items varies throughout the day**

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