



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 03, 2021

No. of Items: 32

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	258	90.22
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	102	43.58
CHALK, molded, white, dustless, length: 78mm min	box	1	29.64
CUTTER BLADE, for heavy duty cutter	piece	96	14.82
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	2	1,109.68
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	40	9.53
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - DAILY TIME RECORD	pad	70	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
INK CART, HP CZ122A (HP685A), Cyan	cart	2	256.88
INK CART, HP CZ123A (HP685A), Magenta	cart	2	256.88
MARKER, PERMANENT, bullet type, red	piece	269	8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	38	13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	586	12.04
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	95	181.42
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	12	30.68
PENCIL SHARPENER, manual, single cutter head	piece	75	202.67
RUBBER BAND, 70mm min lay flat length (#18)	box	5	100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	180	17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	7	31.52
STAPLE WIRE, STANDARD, (26/6)	box	328	22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	7	914.16
SURGICAL MASK, 3-ply	50/pck	617	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	62	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	190	19.97
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	3	86.84
TONER CART, HP CE411A, (HP305), Cyan	cart	3	6,011.20
Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	cart	3	4,043.83
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	6	4,043.83
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	5	154.84

***This posting is valid on February 03, 2021 ONLY.**

****List of available supplies as of February 03, 2021. Quantity of items varies throughout the day**

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