



# 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 2, 2022

No. of Items: 37

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	400	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	65	387.92
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	267	88.00
BATTERY, dry Cell, size D	pack	64	96.20
BLADE, for general purpose cutter / utility knife	piece	3	14.82
CARTOLINA, assorted colors	pack	17	83.72
CLEARBOOK, 20 Transparent pockets, Legal	piece	22	38.41
CLIP, backfold, 19mm	box	356	8.72
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	1	23,623.60
ENVELOPE, expanding, plastic	piece	443	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FOLDER, L-type, A4	pack	141	171.43
FOLDER, L-type, legal	pack	60	238.57
FORM - CERTIFICATE OF SERVICE	pad	48	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,740	3.15
FURNITURE CLEANER, aerosol type	can	26	120.12
GLUE, all purpose	jar	21	71.50
HANDBOOK (RA 9184), 8th edition	book	8	37.21
MARKER, fluorescent	set	500	36.66
MARKER, permanent, red, bullet type	piece	33	8.98
NOTEBOOK, stenographer	piece	120	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, parchment	box	19	98.05
PENCIL SHARPENER, manual, single cutter head	piece	13	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	254	104.00
RULER, plastic, 450mm	piece	27	17.68
SCISSORS, symmetrical	pair	520	33.37
SCOURING PAD	pack	66	57.93
STAMP PAD, felt	piece	113	39.92
TAPE, packaging, 48mm	roll	9	19.97
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	459	86.32
TONER CART, HP CE412A, (HP305), Yellow	cart	1	6,011.20
Toner Cartridge, HP CF403A (HP201A) Magenta	cart	5	4,043.83

**\*This posting is valid on February 2, 2022 ONLY.**

**\*\*List of available supplies as of February 2, 2022. Quantity of items varies throughout the day**

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