



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 3, 2022

No. of Items: 41

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
CHALK, white enamel	box	55	32.97
CLEARBOOK, 20 Transparent pockets, Legal	piece	20	38.41
CLIP, backfold, 19mm	box	341	8.72
CLIP, backfold, 32mm	box	494	25.56
CLIP, backfold, 50mm	box	355	56.04
DISPOSABLE GLOVES, LATEX	box	8	678.88
ENVELOPE, expanding, plastic	piece	438	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FOLDER, L-type, A4	pack	136	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	19	71.50
HANDBOOK (RA 9184), 8th edition	book	8	37.21
MARKER, fluorescent	set	498	36.66
MARKER, permanent, red, bullet type	piece	33	8.98
NOTEBOOK, stenographer	piece	115	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	2,349	136.66
PAPER, parchment	box	19	98.05
PENCIL SHARPENER, manual, single cutter head	piece	11	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	23	17.68
SCISSORS, symmetrical	pair	515	33.37
SCOURING PAD	pack	66	57.93
STAMP PAD, felt	piece	113	39.92
TAPE, masking, 24mm	roll	750	61.88
TAPE, packaging, 48mm	roll	4	19.97
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	429	86.32

TONER CART, HP CE412A, (HP305), Yellow	cart	1	6,011.20
Toner Cartridge, HP CF403A (HP201A) Magenta	cart	1	4,043.83

***This posting is valid on February 3, 2022 ONLY.**

****List of available supplies as of February 3, 2022. Quantity of items varies throughout the day**

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