



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 04, 2021

No. of Items: 29

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	254	₱90.22
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
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	265	₱8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	38	₱13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	429	₱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
RULER, plastic, 450mm (18"), width: 38mm min	piece	178	₱17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	7	₱31.52
STAPLE WIRE, STANDARD, (26/6)	box	326	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	7	₱914.16
SURGICAL MASK, 3-ply	50/pck	600	₱1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	60	₱64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	180	₱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 04, 2021 ONLY.**

****List of available supplies as of February 04, 2021. Quantity of items varies throughout the day**

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