



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 5, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,690	2.80
BATTERY, AA, DRY CELL, 2PCS/PACK	pack	93	36.30
CLIP, PAPER, VINYL, 33MM (SMALL)	box	43	7.76
CLIP, PAPER, VINYL, 50MM (BIG)	box	58	17.14
CUTTER BLADE, 10 PCS./TUBE	tube	196	14.82
CUTTER KNIFE, for general purpose	piece	67	33.43
DATA FILE BOX, made of chipboard	piece	102	77.20
ENVELOPE, DOCUMENTARY, A4	piece	17,601	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	16,400	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	969	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	685	30.49
ERASER, FELT, BLACKBOARD	piece	366	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	185	4.37
EXTERNAL HARD DRIVE, 1TB	piece	10	2,650.83
FASTENER, PAPER	box	345	83.41
FOLDER, WITH TAB, A4 SIZE	piece	2,030	2.79
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	9	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	1,360	9.53
FORM - CERTIFICATE OF SERVICE FORM	pad	111	28.57
FORM - DAILY TIME RECORD	pad	125	32.25
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	361	29.72
INK, STAMP PAD	bottle	22	30.80
MARKER, FLOURESCENT, 3 PCS/SET	set	249	46.68
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,475	12.04
NOTEPAD, STICK-ON, 2 X 3	pad	141	37.06
NOTEPAD, STICK-ON, 3 X 3	pad	651	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	169	59.28
PAPER, RULED PAD	pad	194	29.12
PEN PERMANENT MARKING-RED	piece	396	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	838	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	574	13.38
PEN, MARKER ,WHITEBOARD-RED	piece	352	13.38
PENCIL SHARPNER	piece	61	202.80
PUNCHER, PAPER, 2 HOLES	piece	15	131.96
SCISSORS	pair	72	40.56
STAPLER, BINDER TYPE	piece	3	914.16
STAPLER, STANDARD TYPE	piece	43	176.80
STAPLE WIRE, STANDARD	box	1,310	22.55
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	10	64.20
TAPE, MASKING, 24MM	piece	652	54.60
TAPE, MASKING, 48MM	piece	20	106.60
TAPE, PACKAGING, 2"	piece	435	19.97
TAPE, TRANSPARENT, 24MM	pack	335	10.09
TISSUE PAPER	pack	178	87.40

*This posting is valid on February 5, 2020 ONLY.

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