



## 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 6, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,690	2.80
BATTERY, AA, DRY CELL, 2PCS/PACK	pack	51	36.30
CALCULATOR	piece	50	346.85
CLIP, PAPER, VINYL, 33MM (SMALL)	box	23	7.76
CLIP, PAPER, VINYL, 50MM (BIG)	box	51	17.14
CUTTER BLADE, 10 PCS./TUBE	tube	196	14.82
CUTTER KNIFE, for general purpose	piece	61	33.43
DATA FILE BOX, made of chipboard	piece	82	77.20
DATING AND STAMPING MACHINE HD	piece	18	453.96
ENVELOPE, DOCUMENTARY, A4	piece	16,601	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	16,400	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	869	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	685	30.49
ERASER, FELT, BLACKBOARD	piece	355	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	185	4.37
FASTENER, PAPER	box	337	83.41
FOLDER, WITH TAB, A4 SIZE	piece	1,380	2.79
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	4	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	1,160	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	236	46.68
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,455	12.04
NOTEPAD, STICK-ON, 2 X 3	pad	118	37.06
NOTEPAD, STICK-ON, 3 X 3	pad	608	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	361	59.28
PAPER, RULED PAD	pad	194	29.12
PEN PERMANENT MARKING-RED	piece	379	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	832	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	552	13.38
PEN, MARKER ,WHITEBOARD-RED	piece	331	13.38
PENCIL SHARPNER	piece	61	202.80
PUNCHER, PAPER, 2 HOLES	piece	15	131.96
SCISSORS	pair	55	40.56
STAMP PAD FELT	pad	50	34.95
STAPLER, BINDER TYPE	piece	3	914.16
STAPLER, STANDARD TYPE	piece	39	176.80
STAPLE REMOVER, PLIER TYPE	piece	47	24.90
STAPLE WIRE, STANDARD	box	1,305	22.55
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	10	64.20
TAPE, MASKING, 24MM	piece	620	54.60
TAPE, MASKING, 48MM	piece	15	106.60
TAPE, PACKAGING, 2"	piece	420	19.97
TAPE, TRANSPARENT, 24MM	pack	280	10.09
TISSUE PAPER	pack	158	87.40

\*This posting is valid on February 6, 2020 ONLY.

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