



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 7, 2022

No. of Items: 47

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	390	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
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	326	8.72
CLIP, backfold, 32mm	box	467	25.56
CLIP, backfold, 50mm	box	333	56.04
CORRECTION TAPE, 8m	piece	1,037	11.53
DISPOSABLE GLOVES, LATEX	box	8	678.88
ELECTRIC FAN, industrial, ground type	unit	41	1,109.68
ELECTRIC FAN, stand type	unit	19	856.86
ENVELOPE, expanding, plastic	piece	438	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	566	166.40
FOLDER, L-type, A4	pack	136	171.43
FOLDER, L-type, legal	pack	50	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	21	120.12
GLUE, all purpose	jar	13	71.50
HANDBOOK (RA 9184), 8th edition	book	7	37.21
MARKER, fluorescent	set	488	36.66
MARKER, permanent, red, bullet type	piece	33	8.98
NOTEBOOK, stenographer	piece	115	12.04
PAD PAPER, ruled	pad	139	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	2,308	136.66
PAPER, parchment	box	14	98.05
PENCIL SHARPENER, manual, single cutter head	piece	11	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	315	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	254	104.00
RULER, plastic, 450mm	piece	23	17.68
SCISSORS, symmetrical	pair	510	33.37
SCOURING PAD	pack	66	57.93

STAMP PAD, felt	piece	109	39.92
TAPE, masking, 24mm	roll	724	61.88
TAPE, MASKING, 48mm	roll	449	121.16
TAPE, transparent, 24mm	roll	903	11.18
TAPE, transparent, 48mm	roll	441	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84

***This posting is valid on February 7, 2022 ONLY.**

****List of available supplies as of February 7, 2022. Quantity of items varies throughout the day**

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