



## 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 8, 2022

No. of Items: 47

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	385	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	15	38.41
CLIP, backfold, 19mm	box	309	8.72
CLIP, backfold, 32mm	box	455	25.56
CLIP, backfold, 50mm	box	321	56.04
CORRECTION TAPE, 8m	piece	989	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	126	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	2	71.50
HANDBOOK (RA 9184), 8th edition	book	7	37.21
MARKER, fluorescent	set	476	36.66
MARKER, permanent, red, bullet type	piece	33	8.98
NOTEBOOK, stenographer	piece	95	12.04
PAD PAPER, ruled	pad	119	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	2,178	136.66
PAPER, parchment	box	9	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	313	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	233	104.00
RULER, plastic, 450mm	piece	16	17.68
SCISSORS, symmetrical	pair	505	33.37
SCOURING PAD	pack	66	57.93

STAMP PAD, felt	piece	107	39.92
TAPE, masking, 24mm	roll	674	61.88
TAPE, MASKING, 48mm	roll	427	121.16
TAPE, transparent, 24mm	roll	860	11.18
TAPE, transparent, 48mm	roll	413	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84

**\*This posting is valid on February 8, 2022 ONLY.**

**\*\*List of available supplies as of February 8, 2022. Quantity of items varies throughout the day**

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