



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 10, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	11,340	2.80
CALCULATOR	piece	27	346.85
CLIP, PAPER, VINYL, 50MM (BIG)	box	1	17.14
CUTTER BLADE, 10 PCS./TUBE	tube	179	14.82
CUTTER KNIFE, for general purpose	piece	20	33.43
DATING AND STAMPING MACHINE HD	piece	3	453.96
ENVELOPE, DOCUMENTARY, A4	piece	12,851	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	12,550	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	69	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	404	30.49
ERASER, FELT, BLACKBOARD	piece	329	10.30
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	61	4.37
FASTENER, PAPER	box	258	83.41
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	278	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	9	30.80
MARKER, FLOURESCENT, 3 PCS/SET	set	216	46.68
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,416	12.04
NOTEPAD, STICK-ON, 2 X 3	pad	5	37.06
NOTEPAD, STICK-ON, 3 X 3	pad	543	47.73
NOTEPAD, STICK-ON, 3 X 4	pad	307	59.28
PAPER, RULED PAD	pad	160	29.12
PEN PERMANENT MARKING-RED	piece	362	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	444	13.38
PEN, MARKER ,WHITEBOARD-BLUE	piece	543	13.38
PEN, MARKER ,WHITEBOARD-RED	piece	22	13.38
PENCIL SHARPNER	piece	53	202.80
PUNCHER, PAPER, 2 HOLES	piece	9	131.96
SCISSORS	pair	17	40.56
STAMP PAD FELT	pad	37	34.95
STAPLER, STANDARD TYPE	piece	8	176.80
STAPLE REMOVER, PLIER TYPE	piece	15	24.90
STAPLE WIRE, STANDARD	box	1,252	22.55
TAPE, MASKING, 24MM	piece	409	54.60
TAPE, PACKAGING, 2"	piece	379	19.97
TAPE, TRANSPARENT, 24MM	pack	108	10.09
TISSUE PAPER	pack	87	87.40

*This posting is valid on February 10, 2020 ONLY.

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