



## 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, 2022

No. of Items: 47

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	368	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	16	83.72
CHALK, white enamel	box	55	32.97
CLEARBOOK, 20 Transparent pockets, Legal	piece	7	38.41
CLIP, backfold, 19mm	box	283	8.72
CLIP, backfold, 32mm	box	421	25.56
CLIP, backfold, 50mm	box	289	56.04
CORRECTION TAPE, 8m	piece	883	11.53
DISPOSABLE GLOVES, LATEX	box	8	678.88
ELECTRIC FAN, industrial, ground type	unit	41	1,109.68
ELECTRIC FAN, stand type	unit	15	856.86
ENVELOPE, expanding, plastic	piece	434	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	544	166.40
FOLDER, L-type, A4	pack	113	171.43
FOLDER, L-type, legal	pack	36	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	17	120.12
HANDBOOK (RA 9184), 8th edition	book	7	37.21
MARKER, fluorescent	set	468	36.66
MARKER, permanent, red, bullet type	piece	24	8.98
NOTEBOOK, stenographer	piece	67	12.04
PAD PAPER, ruled	pad	97	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	2,062	136.66
PAPER, parchment	box	6	98.05
PENCIL SHARPENER, manual, single cutter head	piece	5	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	272	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	205	104.00
RULER, plastic, 450mm	piece	3	17.68
SCISSORS, symmetrical	pair	480	33.37
SCOURING PAD	pack	64	57.93
STAMP PAD, felt	piece	94	39.92

TAPE, masking, 24mm	roll	618	61.88
TAPE, MASKING, 48mm	roll	388	121.16
TAPE, transparent, 24mm	roll	755	11.18
TAPE, transparent, 48mm	roll	364	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	355	86.32

**\*This posting is valid on February 10, 2022 ONLY.**

**\*\*List of available supplies as of February 10, 2022. Quantity of items varies throughout the day**

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