



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 March 12, 2021

No. of Items: 29

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	1,141	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	100	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	214	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	177	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	399	15.22
CUTTER BLADE, for heavy duty cutter	piece	48	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	23	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,358	30.49
FOLDER, FANCY, for A4 size documents	bundle	9	270.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	137	171.43
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	333	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,330	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	266	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	43	71.50
MARKER, PERMANENT, bullet type, red	piece	202	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	373	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	15	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	252	98.26
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	391	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	59	29.12
PENCIL SHARPENER, manual, single cutter head	piece	67	202.67
PROTECTIVE SAFETY GOGGLES	piece	35	156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	143	17.68
STAPLE WIRE, STANDARD, (26/6)	box	177	22.55
SURGICAL MASK, 3-ply	50/pck	331	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	28	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	94	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

***This posting is valid on March 12, 2021 ONLY.**

****List of available supplies as of March 12, 2021. Quantity of items varies throughout the day**

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