



# 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 15, 2021

No. of Items: 31

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	1,128	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	100	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	211	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	177	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	392	15.22
CUTTER BLADE, for heavy duty cutter	piece	48	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	21	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,348	30.49
FOLDER, FANCY, for A4 size documents	bundle	7	270.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	135	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	260	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	37	71.50
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	200	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	355	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	15	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	177	98.26
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	376	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	51	29.12
PENCIL SHARPENER, manual, single cutter head	piece	67	202.67
PROTECTIVE SAFETY GOGGLES	piece	33	156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	141	17.68
STAPLE WIRE, STANDARD, (26/6)	box	169	22.55
SURGICAL MASK, 3-ply	50/pck	173	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	28	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	92	19.97

Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83
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**\*This posting is valid on March 15, 2021 ONLY.**

**\*\*List of available supplies as of March 15, 2021. Quantity of items varies throughout the day**

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