



## 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 16, 2021

No. of Items: 33

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	1,094	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	179	387.92
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	105	66.56
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	100	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	201	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	167	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	357	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	1,308	30.49
FOLDER, FANCY, for A4 size documents	bundle	7	270.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	128	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	255	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	335	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	15	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	2,002	98.26
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	36	181.42
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	45	29.12
PENCIL SHARPENER, manual, single cutter head	piece	66	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	157	22.55
SURGICAL MASK, 3-ply	50/pck	167	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	21	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	90	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

**\*This posting is valid on March 16, 2021 ONLY.**

**\*\*List of available supplies as of March 16, 2021. Quantity of items varies throughout the day**

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