

**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, 2022

No. of Items: 50

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	214	90.22
ALCOHOL, ethyl, 1 Gallon	gallon	628	330.55
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	839	47.85
BATTERY, dry Cell, size D	pack	62	96.20
CALCULATOR, compact	unit	107	266.24
CARTOLINA, assorted colors	pack	61	83.72
CHALK, white enamel	box	38	32.97
CLEARBOOK, 20 Transparent pockets, Legal	piece	208	36.36
CLIP, backfold, 25mm	box	226	14.75
CLIP, backfold, 32mm	box	57	25.56
CLIP, backfold, 50mm	box	11	56.04
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	#####
ENVELOPE, expanding, plastic	piece	300	30.49
ERASER, plastic/rubber	piece	390	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	268	94.64
FILE ORGANIZER, expanding, plastic, legal	piece	46	85.20
FLASH DRIVE, 16 GB	piece	79	166.40
FOLDER, with tab, legal	pack	135	333.26
FORM - CERTIFICATE OF SERVICE	pad	591	28.57
FORM - DAILY TIME RECORD	pad	500	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
FURNITURE CLEANER, aerosol type	can	235	120.12
HANDBOOK (RA 9184), 8th edition	book	4	37.21
KN95 FACE MASK	pack (10)	90	888.80
MARKER, fluorescent	set	289	36.66
MARKER, permanent, black, bullet type	piece	992	7.47
MARKER, permanent, blue, bullet type	piece	863	7.47
MARKER, permanent, red, bullet type	piece	641	7.47
NOTEBOOK, stenographer	piece	383	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, Multi-Purpose, A4, 70 gsm	reams	1,790	137.74
PAPER, parchment	box	108	98.05
PENCIL SHARPENER, manual, single cutter head	piece	93	212.87
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	88	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	380	104.00
SCISSORS, symmetrical	pair	333	33.37
SCOURING PAD	pack	19	57.93
STAMP PAD, felt	piece	66	39.92

TAPE, masking, 24mm	roll	701	61.88
TAPE, MASKING, 48mm	roll	245	121.16
TAPE, transparent, 24mm	roll	265	11.18
TAPE, transparent, 48mm	roll	390	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TRASHBAG, plastic	roll	871	144.04
TWINE, plastic	roll	281	66.62
WRAPPING PAPER, kraft	pack	52	161.20

**\*This posting is valid on March 16, 2022 ONLY.**

**\*\*List of available supplies as of March 16, 2022. Quantity of items varies throughout the day**

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