



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 17, 2021

No. of Items: 32

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	1,049	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	82	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	86	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	181	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	167	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	307	15.22
CUTTER BLADE, for heavy duty cutter	piece	36	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	10	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	125	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	249	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	23	71.50
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	164	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	1,781	98.26
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	3	181.42
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	45	29.12
PENCIL SHARPENER, manual, single cutter head	piece	61	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	141	17.68
STAPLE WIRE, STANDARD, (26/6)	box	122	22.55
SURGICAL MASK, 3-ply	50/pck	147	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	15	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	34	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

***This posting is valid on March 17, 2021 ONLY.**

****List of available supplies as of March 17, 2021. Quantity of items varies throughout the day**

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