



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 18, 2022

No. of Items: 50

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	203	90.22
ALCOHOL, ethyl, 1 Gallon	gallon	615	330.55
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	765	47.85
BATTERY, dry Cell, size D	pack	62	96.20
CALCULATOR, compact	unit	98	266.24
CARTOLINA, assorted colors	pack	61	83.72
CHALK, white enamel	box	38	32.97
CLEARBOOK, 20 Transparent pockets, Legal	piece	203	36.36
CLIP, backfold, 25mm	box	185	14.75
CLIP, backfold, 32mm	box	27	25.56
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	#####
ENVELOPE, expanding, plastic	piece	248	30.49
ERASER, plastic/rubber	piece	378	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	243	94.64
FILE ORGANIZER, expanding, plastic, legal	piece	26	85.20
FLASH DRIVE, 16 GB	piece	71	166.40
FOLDER, with tab, legal	pack	129	333.26
FORM - CERTIFICATE OF SERVICE	pad	591	28.57
FORM - DAILY TIME RECORD	pad	497	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
FURNITURE CLEANER, aerosol type	can	231	120.12
HANDBOOK (RA 9184), 8th edition	book	4	37.21
KN95 FACE MASK	pack (10)	90	888.80
MAGAZINE FILE BOX, large	piece	2	41.60
MARKER, fluorescent	set	285	36.66
MARKER, permanent, black, bullet type	piece	889	7.47
MARKER, permanent, blue, bullet type	piece	780	7.47
MARKER, permanent, red, bullet type	piece	613	7.47
NOTEBOOK, stenographer	piece	367	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, Multi-Purpose, A4, 70 gsm	reams	1,684	137.74
PAPER, parchment	box	108	98.05
PENCIL SHARPENER, manual, single cutter head	piece	87	212.87
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	70	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	375	104.00
SCISSORS, symmetrical	pair	316	33.37
SCOURING PAD	pack	17	57.93
STAMP PAD, felt	piece	62	39.92

TAPE, masking, 24mm	roll	617	61.88
TAPE, MASKING, 48mm	roll	200	121.16
TAPE, transparent, 24mm	roll	152	11.18
TAPE, transparent, 48mm	roll	339	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TRASHBAG, plastic	roll	871	144.04
TWINE, plastic	roll	263	66.62
WRAPPING PAPER, kraft	pack	52	161.20

***This posting is valid on March 18, 2022 ONLY.**

****List of available supplies as of March 18, 2022. Quantity of items varies throughout the day**

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