

**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 2, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, AEROSOL	can	5	86.06
BARCODE STICKER, TAMPER PROOF	piece	10,670	2.80
CUTTER BLADE, 10 PCS./TUBE	tube	165	14.82
DATA FILE BOX, made of chipboard	piece	2	77.20
DATING AND STAMPING MACHINE HD	piece	1	453.96
ENVELOPE, DOCUMENTARY, A4	piece	9,901	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	5,689	1.86
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	285	30.49
ERASER, FELT, BLACKBOARD	piece	175	10.30
FASTENER, PAPER	box	180	83.41
FILE TAB DIVIDER, A4 SIZE	set	17	11.13
FILE TAB DIVIDER, LEGAL SIZE	set	25	14.23
FLOURESCENT, LED LINEAR TUBE, 18 WATTS	piece	41	205.82
FORM - CERTIFICATE OF SERVICE FORM	pad	91	28.57
FORM - DAILY TIME RECORD	pad	119	32.25
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	356	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FURNITURE CLEANER, AEROSOL, 300ML	can	6	115.53
MARKER, FLOURESCENT, 3 PCS/SET	set	199	46.68
MARKER, PERMANENT MARKING-RED	piece	298	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	365	13.38
MARKER, MARKER ,WHITEBOARD-BLUE	piece	597	13.38
MARKER, MARKER ,WHITEBOARD-RED	piece	761	13.38
NOTE PAD, STICK-ON, 2 X 3	pad	34	37.06
NOTE PAD, STICK-ON, 3 X 3	pad	231	47.73
NOTE PAD, STICK-ON, 3 X 4	pad	5	59.28
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,229	12.04
PAPER CLIP, VINYL, 33MM (SMALL)	box	14	7.76
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	88	17.14
PAPER, COPY, 80 GSM, A4	ream	1,206	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	685	181.42
PAPER, RULED PAD	pad	126	29.12
PENCIL SHARPNER	piece	15	202.80
STAMP PAD INK	bottle	94	30.80
STAPLE WIRE, STANDARD	box	966	22.55
STAPLER, STANDARD TYPE	piece	1	176.80
TAPE, MASKING, 24MM	piece	38	54.60
TAPE, MASKING, 48MM	piece	58	106.60
TAPE, PACKAGING, 2"	piece	254	19.97
TONER CB435A	cart	1	3,380.00
TONER CE410A	cart	4	4,201.60
TONER CE411A	cart	4	6,011.20
TONER CE412A	cart	2	6,011.20
TONER CE413A	cart	2	6,011.20
TONER CF400A	cart	3	3,429.78
TONER CF401A	cart	1	4,043.83
TONER CF402A	cart	1	4,043.83
TONER Q2612A	cart	10	3900.00

\*This posting is valid on March 2, 2020 ONLY.

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