



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 22, 2021

No. of Items: 31

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	1,020	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	86	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	154	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	160	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	274	15.22
CUTTER BLADE, for heavy duty cutter	piece	31	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	17	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,268	30.49
FOLDER, FANCY, for A4 size documents	bundle	7	270.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	123	171.43
FORM - CERTIFICATE OF SERVICE	pad	81	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	323	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,330	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	239	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	19	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	325	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	14	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	1,613	98.26
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	2,455	160.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	409	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	45	29.12
PENCIL SHARPENER, manual, single cutter head	piece	61	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	141	17.68
STAPLE WIRE, STANDARD, (26/6)	box	101	22.55
SURGICAL MASK, 3-ply	50/pck	106	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	12	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	31	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

***This posting is valid on March 22, 2021 ONLY.**

****List of available supplies as of March 22, 2021. Quantity of items varies throughout the day**

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