



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 23, 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	85	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	154	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	158	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	267	15.22
CUTTER BLADE, for heavy duty cutter	piece	31	14.82
ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	16	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,260	30.49
FOLDER, FANCY, for A4 size documents	bundle	5	270.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	117	171.43
FORM - CERTIFICATE OF SERVICE	pad	81	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	323	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,830	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	235	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	17	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	1,610	98.26
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	2,404	160.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	386	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	44	29.12
PENCIL SHARPENER, manual, single cutter head	piece	61	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	138	17.68
STAPLE WIRE, STANDARD, (26/6)	box	93	22.55
SURGICAL MASK, 3-ply	50/pck	88	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	10	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	21	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

***This posting is valid on March 23, 2021 ONLY.**

****List of available supplies as of March 23, 2021. Quantity of items varies throughout the day**

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