



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 25, 2022

No. of Items: 49

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	190	90.22
ALCOHOL, ethyl, 1 Gallon	gallon	590	330.55
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	695	47.85
BARCODE STICKER	piece	6,340	2.80
BATTERY, dry Cell, size D	pack	57	96.20
CALCULATOR, compact	unit	95	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	170	14.75
CLIP, backfold, 32mm	box	7	25.56
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	#####
ENVELOPE, expanding, plastic	piece	225	30.49
ERASER, plastic/rubber	piece	372	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	238	94.64
FILE ORGANIZER, expanding, plastic, legal	piece	20	85.20
FLASH DRIVE, 16 GB	piece	71	166.40
FOLDER, with tab, legal	pack	117	333.26
FORM - CERTIFICATE OF SERVICE	pad	591	28.57
FORM - DAILY TIME RECORD	pad	496	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
FURNITURE CLEANER, aerosol type	can	229	120.12
HANDBOOK (RA 9184), 8th edition	book	4	37.21
KN95 FACE MASK	pack (10)	90	888.80
MARKER, fluorescent	set	283	36.66
MARKER, permanent, black, bullet type	piece	869	7.47
MARKER, permanent, blue, bullet type	piece	767	7.47
MARKER, permanent, red, bullet type	piece	603	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	1,614	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	68	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	368	104.00
SCISSORS, symmetrical	pair	310	33.37
SCOURING PAD	pack	16	57.93
STAMP PAD, felt	piece	59	39.92

TAPE, masking, 24mm	roll	604	61.88
TAPE, MASKING, 48mm	roll	187	121.16
TAPE, transparent, 24mm	roll	104	11.18
TAPE, transparent, 48mm	roll	335	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TRASHBAG, plastic	roll	871	144.04
TWINE, plastic	roll	249	66.62

***This posting is valid on March 25, 2022 ONLY.**

****List of available supplies as of March 25, 2022. Quantity of items varies throughout the day**

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