

**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 20, 2020			
ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	10,120	2.80
BATTERY, DRY CELL, D	pack	40	96.20
BROOM, TAMBO	piece	17	136.24
CALCULATOR	piece	34	346.85
CARTOLINA	pack	35	83.72
CHALK, 78MM	box	16	29.64
CUTTER BLADE, 10 PCS./TUBE	tube	188	14.82
DATING AND STAMPING MACHINE HD	piece	14	453.96
ELECTRIC FAN, INDUSTRIAL	piece	8	1,109.68
ELECTRIC FAN, ORBIT	piece	11	1,369.68
ELECTRIC FAN, WALL	piece	2	674.96
ENVELOPE, DOCUMENTARY, A4	piece	5,692	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	1,687	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	2,179	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	164	30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	433.68
ERASER, FELT, BLACKBOARD	piece	124	10.30
EXTERNAL HARD DRIVE, 1TB	piece	113	2,650.83
FASTENER, PAPER	box	154	83.41
FILE ORGANIZER	piece	1	86.04
FILE TAB DIVIDER, A4 SIZE	set	7	11.13
FILE TAB DIVIDER, LEGAL SIZE	set	10	14.23
FOLDER, L-TYPE, PLASTIC, FOR A4	pack	12	171.43
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	21	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	2,670	9.53
FOLDER, WITH TAB, A4 SIZE	piece	1,830	2.79
FORM - CERTIFICATE OF SERVICE FORM	pad	91	28.57
FORM - DAILY TIME RECORD	pad	117	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	351	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	3.15
MAGAZINE FILE BOX LARGE	piece	26	41.60
MARKER, FLOURESCENT, 3 PCS/SET	set	167	46.68
MARKER, PERMANENT MARKING-RED	piece	471	8.98
PEN, MARKER, WHITEBOARD-BLACK	piece	78	13.38
MARKER, MARKER, WHITEBOARD-BLUE	piece	213	13.38
MARKER, MARKER, WHITEBOARD-RED	piece	491	13.38
MOPHEAD	piece	17	123.76
MOUSE, OPTICAL, USB	unit	31	111.30
NOTE PAD, STICK-ON, 3 X 3	pad	308	47.73
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,155	12.04
PAPER CLIP, VINYL, 33MM (SMALL)	box	85	7.76
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	228	17.14
PAPER, COPY, 80 GSM, A4	ream	437	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	595	181.42
PAPER, MULTI-PURPOSE, A4, 70GSM	ream	114	133.12
PAPER, RULED PAD	pad	82	29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	62	98.05
PENCIL SHARPNER	piece	6	202.80
RULER, PLASTIC 18"	piece	273	17.68
STAMP PAD INK	bottle	83	31.52
STAMP PAD FELT	pad	30	34.95
STAPLE WIRE, STANDARD	box	885	22.55
STAPLER, BINDER TYPE	piece	19	914.16
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	137	64.20
TAPE, MASKING, 24MM	piece	188	54.60
TAPE, MASKING, 48MM	piece	17	106.60
TAPE, PACKAGING, 2"	piece	522	19.97
TAPE, TRANSPARENT, 48MM	pack	63	19.97
WRAPPING PAPER, KRAFT, 65 GSM	pack	30	154.84
TONER CE411A	cart	3	6,011.20
TONER CE412A	cart	1	6,011.20
TONER CE413A	cart	1	6,011.20
TONER CF400A	cart	13	3,429.78
TONER CF401A	cart	11	4,043.83
TONER CF402A	cart	11	4,043.83
TONER CF403A	cart	10	4,043.83
TONER CF411A	cart	2	5,616.00
TONER CF412A	cart	2	5,616.00
TONER CF413A	cart	2	5,616.00
TONER HP C9351AA (HP21)	cart	5	795.60
TONER HP C9352AA (HP22)	cart	5	920.40
TONER Q2612A	cart	9	3900.00

\*This posting is valid on March 20, 2020 ONLY.

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