



## 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 30, 2021

No. of Items: 31

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	995	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	85	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	151	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	140	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	202	15.22
CUTTER BLADE, for heavy duty cutter	piece	26	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	13	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,253	30.49
FOLDER, FANCY, for A4 size documents	bundle	4	270.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	97	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	229	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	2	71.50
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	138	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	294	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	14	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	1,495	98.26
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	1,662	160.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	345	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	31	29.12
PENCIL SHARPENER, manual, single cutter head	piece	61	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	135	17.68
STAPLE WIRE, STANDARD, (26/6)	box	74	22.55
SURGICAL MASK, 3-ply	50/pck	17	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	6	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

**\*This posting is valid on March 30, 2021 ONLY.**

**\*\*List of available supplies as of March 30, 2021. Quantity of items varies throughout the day**

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