



## 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 29, 2022

No. of Items: 49

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	180	90.22
ALCOHOL, ethyl, 1 Gallon	gallon	580	330.55
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	685	47.85
BARCODE STICKER	piece	6,340	2.80
BATTERY, dry Cell, size D	pack	57	96.20
CALCULATOR, compact	unit	94	266.24
CARTOLINA, assorted colors	pack	61	83.72
CHALK, white enamel	box	38	32.97
CLEARBOOK, 20 Transparent pockets, Legal	piece	193	36.36
CLIP, backfold, 25mm	box	168	14.75
CORRECTION TAPE, 8m	piece	811	11.53
DIGITAL VOICE RECORDER	unit	8	7,339.16
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	9	#####
ENVELOPE, expanding, kraft, legal	box	99	738.40
ENVELOPE, expanding, plastic	piece	214	30.49
ERASER, plastic/rubber	piece	372	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	218	94.64
FILE ORGANIZER, expanding, plastic, legal	piece	19	85.20
FLASH DRIVE, 16 GB	piece	71	166.40
FOLDER, with tab, legal	pack	115	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	219	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	859	7.47
MARKER, permanent, blue, bullet type	piece	757	7.47
MARKER, permanent, red, bullet type	piece	593	7.47
MOP BUCKET, heavy duty, hard plastic	unit	1	2,288.00
MULTIMEDIA PROJECTOR	unit	4	#####
NOTE PAD, stick on, 3" x 3"	pad	165	52.00
NOTEBOOK, stenographer	piece	367	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, Multi-Purpose, A4, 70 gsm	reams	1,559	137.74
PAPER, parchment	box	108	98.05
PENCIL SHARPENER, manual, single cutter head	piece	82	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	367	104.00
SCISSORS, symmetrical	pair	288	33.37
SCOURING PAD	pack	16	57.93
STAMP PAD, felt	piece	59	39.92
TAPE DISPENSER, table top	piece	113	72.80
TAPE, masking, 24mm	roll	599	61.88
TAPE, MASKING, 48mm	roll	186	121.16
TAPE, transparent, 24mm	roll	91	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
WRAPPING PAPER, kraft	pack	52	161.20

**\*This posting is valid on March 29, 2022 ONLY.**

**\*\*List of available supplies as of March 29, 2022. Quantity of items varies throughout the day**

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