



## 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, 2022

No. of Items: 39

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	175	90.22
BATTERY, dry Cell, size D	pack	57	96.20
CALCULATOR, compact	unit	89	266.24
CARTOLINA, assorted colors	pack	61	83.72
CHALK, white enamel	box	38	32.97
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	96	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	214	94.64
FILE ORGANIZER, expanding, plastic, legal	piece	2	85.20
FLASH DRIVE, 16 GB	piece	17	166.40
FORM - CERTIFICATE OF SERVICE	pad	591	28.57
FORM - DAILY TIME RECORD	pad	493	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
FURNITURE CLEANER, aerosol type	can	209	120.12
HANDBOOK (RA 9184), 8th edition	book	4	37.21
KN95 FACE MASK	pack (10)	90	888.80
MARKER, permanent, black, bullet type	piece	844	7.47
MARKER, permanent, blue, bullet type	piece	742	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	#####
NOTEBOOK, stenographer	piece	363	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	4	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
SCISSORS, symmetrical	pair	268	33.37
SCOURING PAD	pack	14	57.93
STAMP PAD, felt	piece	57	39.92
TRASHBAG, plastic	roll	871	144.04
TWINE, plastic	roll	248	66.62
WRAPPING PAPER, kraft	pack	52	161.20

\*This posting is valid on March 30, 2022 ONLY.

\*\*List of available supplies as of March 30, 2022. Quantity of items varies throughout the day

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