



## 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 3, 2022

No. of Items: 40

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	252	90.22
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	1,249	47.85
BATTERY, dry Cell, size AAA	pack	48	18.34
BATTERY, dry Cell, size D	pack	64	96.20
CALCULATOR, compact	unit	120	266.24
CARTOLINA, assorted colors	pack	73	83.72
CHALK, white enamel	box	39	32.97
CLIP, backfold, 19mm	box	90	8.72
CLIP, backfold, 32mm	box	130	25.56
CLIP, backfold, 50mm	box	81	56.04
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	23,623.60
ELECTRIC FAN, industrial, ground type	unit	25	1,109.68
ENVELOPE, expanding, plastic	piece	344	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	158	166.40
FOLDER, L-type, A4	pack	11	171.43
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
HANDBOOK (RA 9184), 8th edition	book	5	37.21
KN95 FACE MASK	pack (10)	100	888.80
MARKER, fluorescent	set	323	36.66
NOTEBOOK, stenographer	piece	450	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	200	136.66
PAPER, parchment	box	122	98.05
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	156	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	451	104.00
SCISSORS, symmetrical	pair	385	33.37
SCOURING PAD	pack	36	57.93
STAMP PAD, felt	piece	82	39.92
TAPE, masking, 24mm	roll	810	61.88
TAPE, MASKING, 48mm	roll	291	121.16
TAPE, transparent, 24mm	roll	441	11.18
TAPE, transparent, 48mm	roll	466	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	13	86.32

Toner Cartridge, HP CF400A (HP201A) Black	cart	2	3,429.78
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**\*This posting is valid on March 3, 2022 ONLY.**

**\*\*List of available supplies as of March 3, 2022. Quantity of items varies throughout the day**

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