



## 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 31, 2022

No. of Items: 31

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
FOLDER, with tab, legal	pack	89	333.26
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, blue, bullet type	piece	737	7.47
MARKER, permanent, red, bullet type	piece	588	7.47
MOP BUCKET, heavy duty, hard plastic	unit	1	2,288.00
MULTIMEDIA PROJECTOR	unit	4	#####
PAPER TRIMMER / CUTTING MACHINE, table top	unit	4	9,297.60
PAPER, parchment	box	105	98.05
PENCIL SHARPENER, manual, single cutter head	piece	78	212.87
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
SCOURING PAD	pack	13	57.93
STAMP PAD, felt	piece	57	39.92
TWINE, plastic	roll	248	66.62
WRAPPING PAPER, kraft	pack	52	161.20

**\*This posting is valid on March 31, 2022 ONLY.**

**\*\*List of available supplies as of March 31, 2022. Quantity of items varies throughout the day**

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