

**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 4, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	10,620	2.80
BATTERY, DRY CELL, D	pack	51	96.20
BROOM, TAMBO	piece	26	136.24
CALCULATOR	piece	47	346.85
CARTOLINA	pack	37	83.72
CHALK, 78MM	box	20	29.64
CUTTER BLADE, 10 PCS./TUBE	tube	206	14.82
DATING AND STAMPING MACHINE HD	piece	18	453.96
DIGITAL VOICE RECORDER	piece	3	6,415.64
ELECTRIC FAN, INDUSTRIAL	piece	8	1,109.68
ELECTRIC FAN, ORBIT	piece	11	1,369.68
ELECTRIC FAN, WALL	piece	8	674.96
ENVELOPE, DOCUMENTARY, A4	piece	8,301	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	4,689	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	2,650	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	275	30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	433.68
ERASER, FELT, BLACKBOARD	piece	146	10.30
EXTERNAL HARD DRIVE, 1TB	piece	123	2,650.83
FASTENER, PAPER	box	165	83.41
FILE ORGANIZER	piece	13	86.04
FILE TAB DIVIDER, A4 SIZE	set	22	11.13
FILE TAB DIVIDER, LEGAL SIZE	set	10	14.23
FOLDER, L-TYPE, PLASTIC, FOR A4	pack	41	171.43
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	44	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	2,900	9.53
FOLDER, WITH TAB, A4 SIZE	piece	4,480	2.79
FORM - CERTIFICATE OF SERVICE FORM	pad	91	28.57
FORM - DAILY TIME RECORD	pad	119	32.25
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	356	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,880	3.15
FURNITURE CLEANER, AEROSOL, 300ML	can	2	115.53
INDEX TAB, SELF-ADHESIVE, TRANSPARENT	box	11	56.68
LIGHT BULB, LED, 7 WATTS	piece	15	82.16
LINEAR TUBE, LED, FLUORESCENT, 18 WATTS	piece	65	205.82
MAGAZINE FILE BOX LARGE	piece	45	41.60
MARKER, FLOURESCENT, 3 PCS/SET	set	185	46.68
MARKER, PERMANENT MARKING-RED	piece	512	8.98
PEN, MARKER ,WHITEBOARD-BLACK	piece	306	13.38
MARKER, MARKER ,WHITEBOARD-BLUE	piece	540	13.38
MARKER, MARKER ,WHITEBOARD-RED	piece	612	13.38
MOPHEAD	piece	17	123.76
MOUSE, OPTICAL, USB	unit	48	111.30
NOTE PAD, STICK-ON, 3 X 3	pad	380	47.73
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,190	12.04
PAPER CLIP, VINYL, 33MM (SMALL)	box	151	7.76
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	265	17.14
PAPER, COPY, 80 GSM, A4	ream	983	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	674	181.42
PAPER, MULTI-PURPOSE, A4, 70GSM	ream	283	133.12
PAPER, RULED PAD	pad	126	29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	84	98.05
PENCIL SHARPNER	piece	14	202.80
RULER, PLASTIC 18"	piece	290	17.68
STAMP PAD INK	bottle	89	31.52
STAMP PAD FELT	pad	45	34.95
STAPLE REMOVER, PLIER TYPE	piece	12	24.90
STAPLE WIRE, STANDARD	box	923	22.55
STAPLER, BINDER TYPE	piece	19	914.16
STAPLER, STANDARD TYPE	piece	2	176.80
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	170	64.20
TAPE, MASKING, 24MM	piece	283	54.60
TAPE, MASKING, 48MM	piece	43	106.60
TAPE, PACKAGING, 2"	piece	543	19.97
TAPE, TRANSPARENT, 48MM	pack	90	19.97
TISSUE PAPER	pack	107	87.40
WRAPPING PAPER, KRAFT, 65 GSM	pack	34	154.84
TONER CB435A	cart	1	3,380.00

TONER CE411A	cart	3	6,011.20
TONER CE412A	cart	1	6,011.20
TONER CE413A	cart	1	6,011.20
TONER CF400A	cart	13	3,429.78
TONER CF401A	cart	11	4,043.83
TONER CF402A	cart	11	4,043.83
TONER CF403A	cart	10	4,043.83
TONER CF411A	cart	2	5,616.00
TONER CF412A	cart	2	5,616.00
TONER CF413A	cart	2	5,616.00
TONER HP C9351AA (HP21)	cart	5	795.60
TONER HP C9352AA (HP22)	cart	5	920.40
TONER Q2612A	cart	10	3900.00

**\*This posting is valid on March 4, 2020 ONLY.**

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