



# 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, 2021

No. of Items: 16

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	196	90.22
CUTTER BLADE, for heavy duty cutter	piece	73	14.82
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	333	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,330	3.15
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	251	8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	26	13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	410	12.04
PENCIL SHARPENER, manual, single cutter head	piece	72	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	150	17.68
STAPLE WIRE, STANDARD, (26/6)	box	261	22.55
SURGICAL MASK, 3-ply	50/pck	484	1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	45	64.20
TAPE, PACKAGING, width: 48mm ( $\pm$ 1mm)	roll	142	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

**\*This posting is valid on March 4, 2021 ONLY.**

**\*\*List of available supplies as of March 4, 2021. Quantity of items varies throughout the day**

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