



# 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 7, 2022

No. of Items: 38

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	237	90.22
ALCOHOL, ethyl, 1 Gallon	gallon	639	330.55
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	1,249	47.85
BATTERY, dry Cell, size D	pack	62	96.20
CALCULATOR, compact	unit	117	266.24
CARTOLINA, assorted colors	pack	71	83.72
CHALK, white enamel	box	38	32.97
CLIP, backfold, 19mm	box	44	8.72
CLIP, backfold, 32mm	box	84	25.56
CLIP, backfold, 50mm	box	40	56.04
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	#####
ELECTRIC FAN, industrial, ground type	unit	13	1,109.68
ENVELOPE, expanding, plastic	piece	329	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	354	94.64
FLASH DRIVE, 16 GB	piece	136	166.40
FOLDER, L-type, A4	pack	6	171.43
FOLDER, with tab, legal	pack	193	333.26
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
FURNITURE CLEANER, aerosol type	can	250	120.12
HANDBOOK (RA 9184), 8th edition	book	5	37.21
KN95 FACE MASK	pack (10)	100	888.80
MARKER, fluorescent	set	304	36.66
NOTEBOOK, stenographer	piece	411	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, parchment	box	116	98.05
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	139	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	435	104.00
SCISSORS, symmetrical	pair	366	33.37
SCOURING PAD	pack	33	57.93
STAMP PAD, felt	piece	81	39.92
TAPE, masking, 24mm	roll	767	61.88
TAPE, MASKING, 48mm	roll	276	121.16
TAPE, transparent, 24mm	roll	340	11.18

**\*This posting is valid on March 7, 2022 ONLY.**

**\*\*List of available supplies as of March 7, 2022. Quantity of items varies throughout the day**

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