



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 8, 2021

No. of Items: 33

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	1,192	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	100	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	250	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	200	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	500	15.22
CUTTER BLADE, for heavy duty cutter	piece	56	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	30	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,500	30.49
FOLDER, FANCY, for A4 size documents	bundle	10	270.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	150	171.43
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
FURNITURE CLEANER, aerosol type, 300ml min per can	can	300	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	100	71.50
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
LIGHT BULB, Light Emitting Diode (LED), 6W	piece	60	82.16
MARKER, PERMANENT, bullet type, red	piece	246	8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	16	13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	410	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	15	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	1,000	98.26
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	500	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	101	29.12
PENCIL SHARPENER, manual, single cutter head	piece	72	202.67
PROTECTIVE SAFETY GOGGLES	piece	50	156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	148	17.68
STAPLE WIRE, STANDARD, (26/6)	box	251	22.55
SURGICAL MASK, 3-ply	50/pck	481	1,144.00

TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	42	64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	132	19.97
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

***This posting is valid on March 8, 2021 ONLY.**

****List of available supplies as of March 8, 2021. Quantity of items varies throughout the day**

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