

**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 9, 2020			
ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	10,120	2.80
BATTERY, DRY CELL, D	pack	40	96.20
BROOM, TAMBO	piece	25	136.24
CALCULATOR	piece	36	346.85
CARTOLINA	pack	36	83.72
CHALK, 78MM	box	19	29.64
CUTTER BLADE, 10 PCS./TUBE	tube	188	14.82
DATING AND STAMPING MACHINE HD	piece	15	453.96
ELECTRIC FAN, INDUSTRIAL	piece	8	1,109.68
ELECTRIC FAN, ORBIT	piece	11	1,369.68
ELECTRIC FAN, WALL	piece	2	674.96
ENVELOPE, DOCUMENTARY, A4	piece	5,992	1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	1,987	1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	2,179	7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	266	30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	433.68
ERASER, FELT, BLACKBOARD	piece	137	10.30
EXTERNAL HARD DRIVE, 1TB	piece	117	2,650.83
FASTENER, PAPER	box	154	83.41
FILE ORGANIZER	piece	1	86.04
FILE TAB DIVIDER, A4 SIZE	set	7	11.13
FILE TAB DIVIDER, LEGAL SIZE	set	10	14.23
FOLDER, L-TYPE, PLASTIC, FOR A4	pack	16	171.43
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	26	243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	2,870	9.53
FOLDER, WITH TAB, A4 SIZE	piece	3,330	2.79
FORM - CERTIFICATE OF SERVICE FORM	pad	91	28.57
FORM - DAILY TIME RECORD	pad	117	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	351	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	3.15
MAGAZINE FILE BOX LARGE	piece	32	41.60
MARKER, FLOURESCENT, 3 PCS/SET	set	171	46.68
MARKER, PERMANENT MARKING-RED	piece	492	8.98
PEN, MARKER, WHITEBOARD-BLACK	piece	134	13.38
MARKER, MARKER, WHITEBOARD-BLUE	piece	367	13.38
MARKER, MARKER, WHITEBOARD-RED	piece	544	13.38
MOPHEAD	piece	17	123.76
MOUSE, OPTICAL, USB	unit	39	111.30
NOTE PAD, STICK-ON, 3 X 3	pad	323	47.73
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,160	12.04
PAPER CLIP, VINYL, 33MM (SMALL)	box	108	7.76
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	236	17.14
PAPER, COPY, 80 GSM, A4	ream	745	170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	645	181.42
PAPER, MULTI-PURPOSE, A4, 70GSM	ream	190	133.12
PAPER, RULED PAD	pad	86	29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	78	98.05
PENCIL SHARPNER	piece	6	202.80
RULER, PLASTIC 18"	piece	275	17.68
STAMP PAD INK	bottle	83	31.52
STAMP PAD FELT	pad	33	34.95
STAPLE WIRE, STANDARD	box	890	22.55
STAPLER, BINDER TYPE	piece	19	914.16
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	146	64.20
TAPE, MASKING, 24MM	piece	208	54.60
TAPE, MASKING, 48MM	piece	22	106.60
TAPE, PACKAGING, 2"	piece	525	19.97
TAPE, TRANSPARENT, 48MM	pack	69	19.97
WRAPPING PAPER, KRAFT, 65 GSM	pack	30	154.84
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 9, 2020 ONLY.

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