



# 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, 2021

No. of Items: 33

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	1,169	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	197	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	445	15.22
CUTTER BLADE, for heavy duty cutter	piece	53	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	29	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,440	30.49
FOLDER, FANCY, for A4 size documents	bundle	10	270.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	144	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	295	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	88	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	20	82.16
MARKER, PERMANENT, bullet type, red	piece	239	8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	16	13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	398	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	15	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	620	98.26
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	443	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	101	29.12
PENCIL SHARPENER, manual, single cutter head	piece	70	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	216	22.55
SURGICAL MASK, 3-ply	50/pck	446	1,144.00

<b>TAPE DISPENSER, TABLE TOP, for 24mm width tape</b>	<b>piece</b>	<b>39</b>	<b>64.20</b>
<b>TAPE, PACKAGING, width: 48mm (±1mm)</b>	<b>roll</b>	<b>120</b>	<b>19.97</b>
<b>Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ</b>	<b>cart</b>	<b>4</b>	<b>4,043.83</b>

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**\*This posting is valid on March 9, 2021 ONLY.**

**\*\*List of available supplies as of March 9, 2021. Quantity of items varies throughout the day**

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