



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, 2022

No. of Items: 50

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	235	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	116	266.24
CARTOLINA, assorted colors	pack	71	83.72
CHALK, white enamel	box	38	32.97
CLEARBOOK, 20 Transparent pockets, Legal	piece	215	36.36
CLIP, backfold, 32mm	box	84	25.56
CLIP, backfold, 50mm	box	33	56.04
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	#####
ENVELOPE, expanding, plastic	piece	329	30.49
ERASER, plastic/rubber	piece	394	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	309	94.64
FILE ORGANIZER, expanding, plastic, legal	piece	100	85.20
FLASH DRIVE, 16 GB	piece	136	166.40
FOLDER, L-type, A4	pack	2	171.43
FOLDER, with tab, legal	pack	160	333.26
FORM - CERTIFICATE OF SERVICE	pad	591	28.57
FORM - DAILY TIME RECORD	pad	500	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
FURNITURE CLEANER, aerosol type	can	248	120.12
HANDBOOK (RA 9184), 8th edition	book	5	37.21
KN95 FACE MASK	pack (10)	100	888.80
LAPTOP FOR MID-RANGE USERS	unit	5	#####
LIQUID HAND SANITIZER, 500mL	bottle	70	80.85
MARKER, fluorescent	set	302	36.66
MARKER, permanent, black, bullet type	piece	1,091	7.47
MARKER, permanent, blue, bullet type	piece	947	7.47
MARKER, permanent, red, bullet type	piece	663	7.47
NOTEBOOK, stenographer	piece	395	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, parchment	box	115	98.05
PENCIL SHARPENER, manual, single cutter head	piece	96	212.87
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	125	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	420	104.00
SCISSORS, symmetrical	pair	361	33.37
SCOURING PAD	pack	33	57.93

STAMP PAD, felt	piece	80	39.92
TAPE, masking, 24mm	roll	756	61.88
TAPE, MASKING, 48mm	roll	271	121.16
TAPE, transparent, 24mm	roll	333	11.18
TAPE, transparent, 48mm	roll	415	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TRASHBAG, plastic	roll	1,000	144.04
TWINE, plastic	roll	292	66.62

***This posting is valid on March 9, 2022 ONLY.**

****List of available supplies as of March 9, 2022. Quantity of items varies throughout the day**

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