



## 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 10, 2022

No. of Items: 50

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	218	90.22
ALCOHOL, ethyl, 1 Gallon	gallon	631	330.55
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	839	47.85
BATTERY, dry Cell, size D	pack	62	96.20
CALCULATOR, compact	unit	115	266.24
CARTOLINA, assorted colors	pack	61	83.72
CHALK, white enamel	box	38	32.97
CLEARBOOK, 20 Transparent pockets, Legal	piece	215	36.36
CLIP, backfold, 32mm	box	76	25.56
CLIP, backfold, 50mm	box	30	56.04
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	10	#####
ENVELOPE, expanding, plastic	piece	323	30.49
ERASER, plastic/rubber	piece	390	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	295	94.64
FILE ORGANIZER, expanding, plastic, legal	piece	96	85.20
FLASH DRIVE, 16 GB	piece	136	166.40
FOLDER, with tab, legal	pack	159	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	240	120.12
HANDBOOK (RA 9184), 8th edition	book	4	37.21
KN95 FACE MASK	pack (10)	100	888.80
LAPTOP FOR MID-RANGE USERS	unit	5	#####
LIQUID HAND SANITIZER, 500mL	bottle	44	80.85
MARKER, fluorescent	set	300	36.66
MARKER, permanent, black, bullet type	piece	1,083	7.47
MARKER, permanent, blue, bullet type	piece	942	7.47
MARKER, permanent, red, bullet type	piece	659	7.47
NOTEBOOK, stenographer	piece	383	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	5	9,297.60
PAPER, parchment	box	110	98.05
PENCIL SHARPENER, manual, single cutter head	piece	94	212.87
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	107	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	394	104.00
SCISSORS, symmetrical	pair	353	33.37
SCOURING PAD	pack	29	57.93
STAMP PAD, felt	piece	77	39.92

TAPE, masking, 24mm	roll	718	61.88
TAPE, MASKING, 48mm	roll	260	121.16
TAPE, transparent, 24mm	roll	299	11.18
TAPE, transparent, 48mm	roll	405	22.57
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TRASHBAG, plastic	roll	1,000	144.04
TWINE, plastic	roll	285	66.62
WRAPPING PAPER, kraft	pack	52	161.20

**\*This posting is valid on March 10, 2022 ONLY.**

**\*\*List of available supplies as of March 10, 2022. Quantity of items varies throughout the day**

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