



## 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 April 12, 2021

No. of Items: 27

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	985	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	80	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	120	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	120	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	116	15.22
CUTTER BLADE, for heavy duty cutter	piece	25	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	12	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,253	30.49
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	79	171.43
FORM - CERTIFICATE OF SERVICE	pad	81	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	323	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,800	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	215	120.12
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	110	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	292	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	14	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	1,281	98.26
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	1,345	160.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	328	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	31	29.12
PENCIL SHARPENER, manual, single cutter head	piece	60	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	133	17.68
STAPLE WIRE, STANDARD, (26/6)	box	43	22.55
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2	64.20
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

**\*This posting is valid on April 12, 2021 ONLY.**

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