

**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 14, 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 |
| CALCULATOR | piece | 34 | 346.85 |
| CARTOLINA | pack | 35 | 83.72 |
| CHALK, 78MM | box | 16 | 29.64 |
| CUTTER BLADE, 10 PCS./TUBE | tube | 187 | 14.82 |
| DATING AND STAMPING MACHINE HD | piece | 13 | 453.96 |
| ELECTRIC FAN, INDUSTRIAL | piece | 8 | 1,109.68 |
| ELECTRIC FAN, ORBIT | piece | 10 | 1,369.68 |
| ELECTRIC FAN, WALL | piece | 2 | 674.96 |
| ENVELOPE, DOCUMENTARY, A4 | piece | 5,692 | 1.35 |
| ENVELOPE, DOCUMENTARY, LEGAL | piece | 1,587 | 1.86 |
| ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE | piece | 2,079 | 7.39 |
| ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE | piece | 164 | 30.49 |
| ENVELOPE, MAILING WHITE, WITH WINDOW | box | 5 | 433.68 |
| ERASER, FELT, BLACKBOARD | piece | 124 | 10.30 |
| EXTERNAL HARD DRIVE, 1TB | piece | 113 | 2,650.83 |
| FASTENER, PAPER | box | 152 | 83.41 |
| FILE TAB DIVIDER, LEGAL SIZE | set | 10 | 14.23 |
| FOLDER, L-TYPE, PLASTIC, FOR A4 | pack | 11 | 171.43 |
| FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE | pack | 20 | 243.24 |
| FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE | piece | 2,620 | 9.53 |
| FOLDER, WITH TAB, A4 SIZE | piece | 1,680 | 2.79 |
| FORM - CERTIFICATE OF SERVICE FORM | pad | 91 | 28.57 |
| FORM - DAILY TIME RECORD | pad | 117 | 32.25 |
| FORM - SUPPLIES LEDGER CARD | piece | 3,380 | 3.15 |
| FORM - REIMBURSEMENT EXPENSE RECEIPT | pad | 351 | 29.72 |
| MAGAZINE FILE BOX LARGE | piece | 24 | 41.60 |
| MARKER, MARKER, WHITEBOARD-BLUE | piece | 182 | 13.38 |
| MARKER, MARKER, WHITEBOARD-RED | piece | 485 | 13.38 |
| MARKER, FLOURESCENT, 3 PCS/SET | set | 147 | 46.68 |
| MARKER, PERMANENT MARKING-RED | piece | 465 | 8.98 |
| MOPHEAD | piece | 17 | 123.76 |
| MOUSE, OPTICAL, USB | unit | 31 | 111.30 |
| NOTE PAD, STICK-ON, 3 X 3 | pad | 297 | 47.73 |
| NOTEBOOK, STENOGRAPHER, 40 LEAVES | piece | 1,145 | 12.04 |
| PAPER CLIP, PAPER, VINYL, 50MM (BIG) | box | 218 | 17.14 |
| PAPER CLIP, VINYL, 33MM (SMALL) | box | 73 | 7.76 |
| PAPER, COPY, 80 GSM, A4 | ream | 372 | 170.56 |
| PAPER, MULTICOPY, LEGAL, 80 GSM | ream | 595 | 181.42 |
| PAPER, MULTI-PURPOSE, A4, 70GSM | ream | 79 | 133.12 |
| PAPER, RULED PAD | pad | 79 | 29.12 |
| PARCHMENT PAPER, 80GSM, 210 X 297MM | ream | 61 | 98.05 |
| PEN, MARKER, WHITEBOARD-BLACK | piece | 35 | 13.38 |
| PENCIL SHARPNER | piece | 6 | 202.80 |
| RULER, PLASTIC 18" | piece | 273 | 17.68 |
| STAMP PAD FELT | pad | 26 | 34.95 |
| STAMP PAD INK | bottle | 82 | 31.52 |
| STAPLE WIRE, STANDARD | box | 852 | 22.55 |
| STAPLER, BINDER TYPE | piece | 19 | 914.16 |
| TAPE DISPENSER, TABLE TOP FOR 24MM | piece | 137 | 64.20 |
| TAPE, MASKING, 24MM | piece | 174 | 54.60 |
| TAPE, MASKING, 48MM | piece | 14 | 106.60 |
| TAPE, PACKAGING, 2" | piece | 517 | 19.97 |
| TAPE, TRANSPARENT, 48MM | pack | 62 | 19.97 |
| 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 Q2612A | cart | 9 | 3900.00 |
| WRAPPING PAPER, KRAFT, 65 GSM | pack | 30 | 154.84 |

*This posting is valid on April 14, 2020 ONLY.

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