



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 19, 2022

No. of Items: 33

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	156	90.22
BATTERY, dry Cell, size D	pack	47	96.20
CALCULATOR, compact	unit	63	266.24
CARTOLINA, assorted colors	pack	61	83.72
CHALK, white enamel	box	38	32.97
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	9	#####
ENVELOPE, expanding, kraft, legal	box	80	738.40
ENVELOPE, expanding, plastic	piece	193	30.49
ERASER, plastic/rubber	piece	362	4.47
EXTERNAL HARD DRIVE, 1 TB	piece	22	2,598.84
FACE SHIELD, direct splash protection	piece	626	45.00
FORM - CERTIFICATE OF SERVICE	pad	591	28.57
FORM - DAILY TIME RECORD	pad	493	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
FURNITURE CLEANER, aerosol type	can	202	120.12
HANDBOOK (RA 9184), 8th edition	book	2	37.21
KN95 FACE MASK	pack (10)	90	888.80
MARKER, permanent, black, bullet type	piece	717	7.47
MARKER, permanent, blue, bullet type	piece	627	7.47
MARKER, permanent, red, bullet type	piece	514	7.47
MOP BUCKET, heavy duty, hard plastic	unit	1	2,288.00
MOUSE, OPTICAL, USB connection type	unit	3	111.30
MULTIMEDIA PROJECTOR	unit	6	#####
NOTEBOOK, stenographer	piece	319	12.04
PAPER TRIMMER / CUTTING MACHINE, table top	unit	3	9,297.60
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
SCOURING PAD	pack	12	57.93
STAMP PAD, felt	piece	56	39.92
TRASHBAG, plastic	roll	761	144.04
TWINE, plastic	roll	238	66.62
WRAPPING PAPER, kraft	pack	49	161.20

This posting is valid on April 19, 2022 ONLY.

***List of available supplies as of April 19, 2022. Quantity of items varies throughout the day**

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

*****Some items may not be included because of our implementation of the pilot testing for our CSE door-to-door logistics**