



## 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 20, 2021

No. of Items: 27

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	971	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	951	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	80	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	115	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	116	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	83	15.22
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	167	22.36
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	167	54.60
CUTTER BLADE, for heavy duty cutter	piece	17	14.82
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	12	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,228	30.49
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	71	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	224	120.12
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	106	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	272	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	14	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	1,213	98.26
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	1,156	160.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	292	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	26	29.12
PENCIL SHARPENER, manual, single cutter head	piece	60	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	130	17.68
STAPLE WIRE, STANDARD, (26/6)	box	30	22.55
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2	64.20
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	1,000	86.84
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	4	4,043.83

**\*This posting is valid on April 20, 2021 ONLY.**

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