



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 26, 2021

No. of Items: 30

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	964	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	443	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	80	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	87	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	88	38.41
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	64	15.22
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	151	22.36
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	150	54.60
CUTTER BLADE, for heavy duty cutter	piece	10	14.82
ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	6	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,222	30.49
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	65	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	220	120.12
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	98	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	258	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	14	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	1,193	98.26
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	1,101	160.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	269	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	24	29.12
PENCIL SHARPENER, manual, single cutter head	piece	59	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	127	17.68
STAPLE WIRE, STANDARD, (26/6)	box	16	22.55
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 26, 2021 ONLY.**

****List of available supplies as of April 26, 2021. Quantity of items varies throughout the day**

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