



## 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 22, 2022		No. of Items: 25	
ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	123	90.22
BATTERY, dry Cell, size D	pack	47	96.20
BROOM, soft, tambo	piece	6	136.24
CALCULATOR, compact	unit	63	266.24
CARTOLINA, assorted colors	pack	33	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	77	738.40
ENVELOPE, expanding, plastic	piece	186	30.49
ERASER, plastic/rubber	piece	355	4.47
EXTERNAL HARD DRIVE, 1 TB	piece	4	2,792.40
FACE SHIELD, direct splash protection	piece	626	45.00
FOLDER, pressboard	box	1,780	952.64
FORM - CERTIFICATE OF SERVICE	pad	576	28.57
FORM - DAILY TIME RECORD	pad	493	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	325	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)	89	888.80
MARKER, permanent, black, bullet type	piece	715	7.47
MARKER, permanent, blue, bullet type	piece	625	7.47
MARKER, permanent, red, bullet type	piece	512	7.47
MOP BUCKET, heavy duty, hard plastic	unit	1	2,288.00

**This posting is valid on April 22, 2022 ONLY.**

**\*List of available supplies as of April 22, 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**