



## 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, 2022		No. of Items: 22	
ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	111	90.22
BATTERY, dry Cell, size D	pack	47	96.20
BROOM, soft, tambo	piece	1	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	#####
ELECTRIC FAN, stand type	unit	43	856.86
ENVELOPE, expanding, kraft, legal	box	77	738.40
ENVELOPE, expanding, plastic	piece	171	30.49
ERASER, plastic/rubber	piece	355	4.47
EXTERNAL HARD DRIVE, 1 TB	piece	3	2,792.40
FACE SHIELD, direct splash protection	piece	626	45.00
FOLDER, pressboard	box	1,779	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

**This posting is valid on April 26, 2022 ONLY.**

**\*List of available supplies as of April 26, 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**