



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 6, 2022

No. of Items: 31

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	172	90.22
CARTOLINA, assorted colors	pack	61	83.72
CHALK, white enamel	box	38	32.97
CLEARBOOK, 20 Transparent pockets, Legal	piece	157	36.36
DISPOSABLE GLOVES, LATEX	box	8	678.88
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	14	166.40
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	207	120.12
MARKER, fluorescent	set	198	36.66
MARKER, permanent, blue, bullet type	piece	637	7.47
MARKER, permanent, red, bullet type	piece	524	7.47
MOP BUCKET, heavy duty, hard plastic	unit	1	2,288.00
MULTIMEDIA PROJECTOR	unit	2	#####
NOTEBOOK, stenographer	piece	363	12.04
STAMP PAD, felt	piece	57	39.92
TRASHBAG, plastic	roll	871	144.04
TWINE, plastic	roll	239	66.62

***This posting is valid on April 6, 2022 ONLY.**

****List of available supplies as of April 6, 2022. Quantity of items varies throughout the day**

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