



# 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 May 17, 2021

No. of Items: 28

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	890	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	113	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	78	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	35	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	66	38.41
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	36	22.36
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	71	54.60
CUTTER BLADE, for heavy duty cutter	piece	2	14.82
ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	2	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,191	30.49
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	54	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	208	120.12
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	93	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	205	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	12	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	546	98.26
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	511	160.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	221	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	20	29.12
PENCIL SHARPENER, manual, single cutter head	piece	53	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	127	17.68
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	944	86.84
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	3	4,043.83

**\*This posting is valid on May 17, 2021 ONLY.**

**\*\*List of available supplies as of May 17, 2021. Quantity of items varies throughout the day**

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