



## 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, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BATTERY, dry Cell, size D	pack	47	96.20
CALCULATOR, compact	unit	56	266.24
CARBON FILM, A4	box	8	221.00
CARTOLINA, assorted colors	pack	100	83.72
CHALK, white enamel	box	38	32.97
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	9	#####
ELECTRIC FAN, industrial, ground type	unit	27	1,109.68
ENVELOPE, expanding, kraft, legal	box	72	738.40
ENVELOPE, expanding, plastic	piece	111	30.49
ERASER, FELT, for blackboard/whiteboard	piece	532	11.41
ERASER, plastic/rubber	piece	348	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FILE ORGANIZER, expanding, plastic, legal	piece	28	85.20
FOLDER, L-type, legal	pack	174	238.57
FORM - CERTIFICATE OF SERVICE	pad	576	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	325	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
FURNITURE CLEANER, aerosol type	can	198	120.12
HANDBOOK (RA 9184), 8th edition	book	2	37.21
INK, for stamp pad	bottle	52	28.91
KN95 FACE MASK	pack (10)	89	888.80
MARKER, permanent, black, bullet type	piece	532	7.47
MARKER, permanent, blue, bullet type	piece	468	7.47
PAPER TRIMMER / CUTTING MACHINE, table top	unit	2	9,297.60

**This posting is valid on May 17, 2022 ONLY.**

**\*List of available supplies as of May 17, 2022. Quantity of items varies throughout the day**

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

**\*\*\*Some items may not appear in your list in the CSE portal because of our implementation of the pilot testing for our CSE door-to-door logistics**