



## 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 24, 2021

No. of Items: 25

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	862	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	79	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	78	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	31	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	64	38.41
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	12	54.60
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,121	30.49
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	38	171.43
FORM - CERTIFICATE OF SERVICE	pad	66	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	313	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,800	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	180	120.12
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
MARKER, PERMANENT, bullet type, red	piece	36	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	175	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	12	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	258	98.26
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	264	160.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	162	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	121	17.68
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	894	86.84
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	3	4,043.83

**\*This posting is valid on May 24, 2021 ONLY.**

**\*\*List of available supplies as of May 24, 2021. Quantity of items varies throughout the day**

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