



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 3, 2021

No. of Items: 30

| ITEM/DESCRIPTION | UNIT | AVAILABLE BALANCE | UNIT COST |
|--|--------|-------------------|-----------|
| AIR FRESHENER, aerosol, 280ml/150g min | can | 929 | 90.22 |
| ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters | gallon | 191 | 387.92 |
| BATTERY, dry cell, D, 1.5 volts, alkaline | pack | 80 | 96.20 |
| CLEARBOOK, 20 transparent pockets, for A4 size | piece | 67 | 37.04 |
| CLEARBOOK, 20 transparent pockets, for LEGAL size | piece | 88 | 38.41 |
| CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm) | box | 64 | 15.22 |
| CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm) | box | 141 | 22.36 |
| CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm) | box | 149 | 54.60 |
| CUTTER BLADE, for heavy duty cutter | piece | 10 | 14.82 |
| ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc | box | 5 | 738.40 |
| ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece | 1,222 | 30.49 |
| FOLDER, L-TYPE, PLASTIC, for A4 size documents | pack | 59 | 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 | 218 | 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 | 218 | 12.04 |
| PAPER TRIMMER/CUTTING MACHINE, max paper size: B4 | unit | 14 | 9,297.60 |
| PAPER, Multi-Purpose (COPY) A4, 70 gsm | reams | 973 | 98.26 |
| PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4) | reams | 993 | 160.00 |
| PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL) | reams | 267 | 127.71 |
| PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm) | pad | 21 | 29.12 |
| PENCIL SHARPENER, manual, single cutter head | piece | 54 | 202.67 |
| RULER, plastic, 450mm (18"), width: 38mm min | piece | 127 | 17.68 |
| STAPLE WIRE, STANDARD, (26/6) | box | 6 | 22.55 |
| TOILET TISSUE PAPER 2-plys sheets, 150 pulls | pack | 944 | 86.84 |
| Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ | cart | 4 | 4,043.83 |

***This posting is valid on May 3, 2021 ONLY.**

****List of available supplies as of May 3, 2021. Quantity of items varies throughout the day**

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