



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 June 1, 2021

No. of Items: 21

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	854	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	77	96.20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	21	37.04
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	50	38.41
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1,108	30.49
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	28	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	14	8.98
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	141	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	11	9,297.60
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	135	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	12	29.12
PENCIL SHARPENER, manual, single cutter head	piece	46	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	120	17.68
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	881	86.84
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	1	4,043.83

***This posting is valid on June 1, 2021 ONLY.**

****List of available supplies as of June 1, 2021. Quantity of items varies throughout the day**

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