



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 6, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BATTERY, dry Cell, size D	pack	47	96.20
BROOM, soft, tambo	piece	1	136.24
CALCULATOR, compact	unit	58	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	29	1,109.68
ELECTRIC FAN, stand type	unit	2	856.86
ENVELOPE, expanding, kraft, legal	box	51	738.40
ENVELOPE, expanding, plastic	piece	131	30.49
ERASER, FELT, for blackboard/whiteboard	piece	532	11.41
ERASER, plastic/rubber	piece	352	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FILE ORGANIZER, expanding, plastic, legal	piece	39	85.20
FOLDER, L-type, legal	pack	184	238.57
FORM - CERTIFICATE OF SERVICE	pad	576	28.57
FORM - DAILY TIME RECORD	pad	493	32.25
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	57	28.91
KN95 FACE MASK	pack (10)	89	888.80
MARKER, permanent, black, bullet type	piece	674	7.47
MARKER, permanent, blue, bullet type	piece	608	7.47
MARKER, permanent, red, bullet type	piece	509	7.47
MULTIMEDIA PROJECTOR	unit	4	#####

This posting is valid on May 6, 2022 ONLY.

***List of available supplies as of May 6, 2022. Quantity of items varies throughout the day**

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

*****Some items may not be included because of our implementation of the pilot testing for our CSE door-to-door logistics**