



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 10, 2021

No. of Items: 23

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	817	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	77	96.20
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	18	38.41
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	947	30.49
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	1	2,598.84
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	25	171.43
FORM - CERTIFICATE OF SERVICE	pad	61	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	158	120.12
HANDBOOK (RA 9184), 7th Edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	111	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	11	9,297.60
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	85	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	10	29.12
PENCIL SHARPENER, manual, single cutter head	piece	44	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	101	17.68
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	808	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	816	20.26
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	252	20.26
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	876	86.84
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	1	4,043.83

***This posting is valid on June 10, 2021 ONLY.**

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