



## 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 13, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
ALCOHOL, ethyl, 1 Gallon	gallon	78	330.55
BATTERY, dry Cell, size D	pack	38	96.20
CALCULATOR, compact	unit	35	266.24
CARBON FILM, A4	box	6	221.00
CARTOLINA, assorted colors	pack	100	83.72
CHALK, white enamel	box	38	32.97
CORRECTION TAPE, 8m	piece	5	11.53
DOCUMENT CAMERA, 8 MP	unit	9	23,623.60
ELECTRIC FAN, industrial, ground type	unit	25	1,109.68
ELECTRIC FAN, stand type	unit	76	856.86
ENVELOPE, expanding, kraft, legal	box	15	738.40
ENVELOPE, expanding, plastic	piece	34	30.49
ERASER, FELT, for blackboard/whiteboard	piece	520	11.41
ERASER, plastic/rubber	piece	291	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	135	166.40
FOLDER, L-type, legal	pack	100	238.57
FOLDER, with tab, A4	pack	2	279.00
FORM - CERTIFICATE OF SERVICE	pad	576	28.57
FORM - DAILY TIME RECORD	pad	483	32.63
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	325	29.72
FORM - SUPPLIES LEDGER CARD	piece	1,740	3.15
FURNITURE CLEANER, aerosol type	can	149	120.12
HANDBOOK (RA 9184), 8th edition	book	1	37.21
HEAD COVER, disposable	piece	1	2.60
INK, for stamp pad	bottle	27	28.91
KN95 FACE MASK	pack (10)	79	888.80
MARKER, permanent, black, bullet type	piece	45	7.47
MARKER, permanent, blue, bullet type	piece	85	7.47
MARKER, permanent, red, bullet type	piece	91	7.47
MULTIMEDIA PROJECTOR	unit	4	16,588.00
NOTEBOOK, stenographer	piece	73	12.04
PAD PAPER, ruled	pad	60	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	1	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	1,339	136.66
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RULER, plastic, 450mm	piece	43	16.64
SCISSORS, symmetrical	pair	187	33.37
SIGN PEN, red	piece	3	22.20
STAMP PAD, felt	piece	3	39.92
THERMAL SCANNER, Viewtech with Tripod	piece	12	4,990.00
THERMOGUN	piece	1	2,532.40

TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	164	86.32
TONER CART, HP CE413A, (HP305), Magenta	cart	4	6,011.20
TRASHBAG, plastic	roll	381	144.04
TWINE, plastic	roll	218	66.62
WRAPPING PAPER, kraft	pack	37	161.20

**This posting is valid on June 13, 2022 ONLY.**

**\*List of available supplies as of June 13, 2022. Quantity of items varies throughout the day**

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

**\*\*\*Some items may not appear in your list in the CSE portal because of our implementation of the pilot testing for our CSE door-to-door logistics**