

**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 15, 2020			
ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	230	P90.22
BARCODE STICKER, TAMPER PROOF	piece	9,120	P2.80
BATTERY, DRY CELL, D	pack	40	P96.20
CALCULATOR	piece	34	P346.85
CARTOLINA	pack	35	P83.72
CHALK, 78MM	box	16	P29.64
CUTTER BLADE, 10 PCS./TUBE	tube	180	P14.82
DATING AND STAMPING MACHINE HD	piece	13	P453.96
ELECTRIC FAN, INDUSTRIAL	piece	8	P1,109.68
ELECTRIC FAN, ORBIT	piece	10	P1,369.68
ELECTRIC FAN, WALL	piece	2	P674.96
ENVELOPE, DOCUMENTARY, A4	piece	5,192	P1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	1,087	P1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	1,779	P7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	162	P30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	P433.68
ERASER, FELT, BLACKBOARD	piece	53	P10.30
EXTERNAL HARD DRIVE, 1TB	piece	107	P2,650.83
FASTENER, PAPER	box	149	P83.41
FILE TAB DIVIDER, LEGAL SIZE	set	10	P14.23
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	10	P243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	2,620	P9.53
FOLDER, WITH TAB, A4 SIZE	piece	1,380	P2.79
FORM - CERTIFICATE OF SERVICE FORM	pad	91	P28.57
FORM - DAILY TIME RECORD	pad	117	P32.25
FORM - SUPPLIES LEDGER CARD	piece	3,380	P3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	351	P29.72
FURNITURE CLEANER, aerosol type, 300ml min per can	can	111	P115.53
MAGAZINE FILE BOX LARGE	piece	24	P41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	144	P46.68
MARKER, PERMANENT, bullet type, red	piece	445	P8.98
MARKER, whiteboard, black, felt tip, bullet type	piece	18	P13.38
MARKER, whiteboard, blue, felt tip, bullet type	piece	168	P13.38
MARKER, whiteboard, red, felt tip, bullet type	piece	474	P13.38
MOPHEAD	piece	3	P123.76
MOUSE, OPTICAL, USB	unit	23	P111.30
NOTE PAD, STICK-ON, 3 X 3	pad	264	P47.73
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,106	P12.04
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	173	P17.14
PAPER CLIP, VINYL, 33MM (SMALL)	box	23	P7.76
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	509	P181.42
PAPER, MULTI-PURPOSE, A4, 70GSM	ream	13	P133.12
PAPER, RULED PAD	pad	39	P29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	60	P98.05
PENCIL SHARPNER	piece	3	P202.80
RULER, PLASTIC 18"	piece	270	P17.68
STAMP PAD FELT	pad	12	P34.95
STAMP PAD INK	bottle	69	P31.52
STAPLE WIRE, STANDARD	box	799	P22.55
STAPLER, BINDER TYPE	piece	19	P914.16
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	130	P64.20
TAPE, MASKING, 24MM	piece	126	P54.60
TAPE, PACKAGING, 2"	piece	494	P19.97
TAPE, TRANSPARENT, 48MM	pack	42	P19.97
TONER, CE411A	cart	1	P6,011.20
TONER CF400A	cart	13	P3,429.78
TONER CF401A	cart	11	P4,043.83
TONER CF402A	cart	11	P4,043.83
TONER CF403A	cart	10	P4,043.83
TONER CF412A	cart	2	P5,616.00
TONER CF413A	cart	2	P5,616.00
TONER Q2612A	cart	8	P3,900.00
WRAPPING PAPER, KRAFT, 65 GSM	pack	20	P154.84
COVID-19 Response Items			
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	102	P457.60
SURGICAL MASK	piece	49,886	P22.88

*This posting is valid on June 15, 2020 ONLY.

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