



# 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, 2021

No. of Items: 19

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	795	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	77	96.20
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	6	38.41
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	941	30.49
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	24	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
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	108	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	11	9,297.60
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	82	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	8	29.12
PENCIL SHARPENER, manual, single cutter head	piece	42	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	98	17.68
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	797	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	783	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	867	86.84

**\*This posting is valid on June 15, 2021 ONLY.**

**\*\*List of available supplies as of June 15, 2021. Quantity of items varies throughout the day**

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