



# SUPPLY AND PROPERTY MANAGEMENT OFFICE

Lakandula St., at the back of Albert Hall, U.P. Diliman, Quezon City  
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## UPD SPMO CENTRAL STOREROOM AVAILABLE STOCKS

As of June 16, 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 16, 2021 ONLY.**

**\*\*List of available supplies as of June 16, 2021. Quantity of items varies throughout the day**

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