



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 28, 2021

No. of Items: 21

| ITEM/DESCRIPTION | UNIT | AVAILABLE BALANCE | UNIT COST |
|--|--------|-------------------|-----------|
| AIR FRESHENER, aerosol, 280ml/150g min | can | 766 | 90.22 |
| ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml) | bottle | 252 | 88.00 |
| BATTERY, dry cell, D, 1.5 volts, alkaline | pack | 71 | 96.20 |
| ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece | 915 | 30.49 |
| FACE SHIELD, direct splash protection | piece | 590 | 45.00 |
| FOLDER, L-TYPE, PLASTIC, for A4 size documents | pack | 19 | 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 | 128 | 120.12 |
| NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | piece | 62 | 12.04 |
| PAPER TRIMMER/CUTTING MACHINE, max paper size: B4 | unit | 11 | 9,297.60 |
| PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL) | reams | 18 | 127.71 |
| PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm) | pad | 3 | 29.12 |
| PENCIL SHARPENER, manual, single cutter head | piece | 41 | 202.67 |
| RULER, plastic, 450mm (18"), width: 38mm min | piece | 98 | 17.68 |
| SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | piece | 420 | 20.26 |
| SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | piece | 362 | 20.26 |
| SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip | piece | 55 | 20.26 |
| SURGICAL MASK, 3-ply | box | 559 | 120.00 |
| TOILET TISSUE PAPER, 2-ply, 100% recycled | pack | 784 | 86.84 |

***This posting is valid on June 28, 2021 ONLY.**

****List of available supplies as of June 28, 2021. Quantity of items varies throughout the day**

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