



## 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, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BATTERY, dry Cell, size AAA	pack	193	18.34
BATTERY, dry Cell, size D	pack	33	96.20
CALCULATOR, compact	unit	32	266.24
CARBON FILM, A4	box	6	221.00
CARTOLINA, assorted colors	pack	94	83.72
CHALK, white enamel	box	38	32.97
CORRECTION TAPE, 8m	piece	269	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	62	856.86
ENVELOPE, expanding, kraft, legal	box	5	738.40
ERASER, FELT, for blackboard/whiteboard	piece	481	11.41
ERASER, plastic/rubber	piece	217	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	57	166.40
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	97	120.12
GLUE, all purpose	jar	26	70.72
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	79	888.80
MULTIMEDIA PROJECTOR	unit	4	16,588.00
PAD PAPER, ruled	pad	32	21.53
PAPER, Multi-Purpose, A4, 70 gsm	reams	1,012	137.74
PAPER, MULTICOPY, A4, 80 gsm	reams	374	136.66
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RULER, plastic, 450mm	piece	5	16.64
SCISSORS, symmetrical	pair	97	33.37
STAPLE REMOVER, plier type	piece	71	27.87
STAPLE WIRE, standard	box	139	23.76
TAPE, transparent, 24mm	roll	143	11.18
THERMAL SCANNER, Viewtech with Tripod	piece	12	4,990.00

THERMOGUN	piece	1	2,532.40
TRASHBAG, plastic	roll	276	144.04
TWINE, plastic	roll	206	66.62
WRAPPING PAPER, kraft	pack	37	161.20

**This posting is valid on June 28, 2022 ONLY.**

**\*List of available supplies as of June 28, 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**