



## 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 29, 2021

No. of Items: 21

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	764	90.22
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	202	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	580	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	123	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	400	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	342	20.26
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	35	20.26
SURGICAL MASK, 3-ply	box	369	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	748	86.84

**\*This posting is valid on June 29, 2021 ONLY.**

**\*\*List of available supplies as of June 29, 2021. Quantity of items varies throughout the day**

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