



## 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 July 1, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BATTERY, dry Cell, size AAA	pack	187	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	264	11.53
DOCUMENT CAMERA, 8 MP	unit	9	23,623.60
ELECTRIC FAN, industrial, ground type	unit	15	1,109.68
ELECTRIC FAN, stand type	unit	19	856.86
ENVELOPE, expanding, kraft, legal	box	4	738.40
ERASER, FELT, for blackboard/whiteboard	piece	461	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	23	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	21	21.53
PAPER, Multi-Purpose, A4, 70 gsm	reams	1,003	137.74
PAPER, MULTICOPY, A4, 80 gsm	reams	342	136.66
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RULER, plastic, 450mm	piece	5	16.64
SCISSORS, symmetrical	pair	92	33.37
STAPLE REMOVER, plier type	piece	58	27.87
STAPLE WIRE, standard	box	133	23.76
TAPE, transparent, 24mm	roll	134	11.18
THERMAL SCANNER, Viewtech with Tripod	piece	12	4,990.00

<b>THERMOGUN</b>	<b>piece</b>	<b>1</b>	<b>2,532.40</b>
<b>TRASHBAG, plastic</b>	<b>roll</b>	<b>231</b>	<b>144.04</b>
<b>TWINE, plastic</b>	<b>roll</b>	<b>206</b>	<b>66.62</b>
<b>WRAPPING PAPER, kraft</b>	<b>pack</b>	<b>37</b>	<b>161.20</b>

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**This posting is valid on July 1, 2022 ONLY.**

**\*List of available supplies as of July 1, 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**