



## 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 15, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	585	81.64
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	830	47.85
BATTERY, dry Cell, size D	pack	33	96.20
CALCULATOR, compact	unit	16	266.24
CARBON FILM, A4	box	4	221.00
CARTOLINA, assorted colors	pack	90	83.72
CHALK, white enamel	box	38	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	235	37.04
DOCUMENT CAMERA, 8 MP	unit	9	23,623.60
ELECTRIC FAN, industrial, ground type	unit	5	1,109.68
ERASER, FELT, for blackboard/whiteboard	piece	349	11.41
ERASER, plastic/rubber	piece	169	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	182	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	61	120.12
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	79	888.80
MULTIMEDIA PROJECTOR	unit	3	16,588.00
NOTE PAD, stick on, 3" x 3"	pad	62	52.00
PAD PAPER, ruled	pad	2	21.53
PAPER, Multi-Purpose, A4, 70 gsm	reams	532	137.74
PAPER, multi-purpose, legal, 70gsm	reams	295	158.91
PAPER, MULTICOPY, A4, 80 gsm	reams	12	136.66
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
STAPLE REMOVER, plier type	piece	2	27.87
TAPE, electrical	roll	69	19.45
THERMAL SCANNER, Viewtech with Tripod	piece	12	4,990.00
THERMOGUN	piece	1	2,532.40

TRASHBAG, plastic	roll	161	144.04
TWINE, plastic	roll	180	66.62
WRAPPING PAPER, kraft	pack	37	161.20

**This posting is valid on July 15, 2022 ONLY.**

**\*List of available supplies as of July 15, 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**

**\*\*\*\*Items posted above are based on the opening balance as of 9:30AM today**