



## 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 25, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	544	81.64
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	668	47.85
BATTERY, dry Cell, size D	pack	33	96.2
CALCULATOR, compact	unit	14	266.24
CARBON FILM, A4	box	5	221
CARTOLINA, assorted colors	pack	85	83.72
CHALK, white enamel	box	38	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	220	37.04
DOCUMENT CAMERA, 8 MP	unit	9	23623.6
ELECTRIC FAN, industrial, ground type	unit	3	1109.68
ENVELOPE, mailing, with window	box	43	488.8
ERASER, FELT, for blackboard/whiteboard	piece	344	11.41
ERASER, plastic/rubber	piece	151	4.47
FACE SHIELD, direct splash protection	piece	626	45
FLASH DRIVE, 16 GB	piece	140	166.4
FOLDER, with tab, A4	pack	2	279
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	1740	3.15
FURNITURE CLEANER, aerosol type	can	46	120.12
HEAD COVER, disposable	piece	1	2.6
KN95 FACE MASK	pack (10)	79	888.8
MULTIMEDIA PROJECTOR	unit	2	16588
PAD PAPER, ruled	pad	2	21.53
PAPER, Multi-Purpose, A4, 70 gsm	reams	103	137.74
PAPER, multi-purpose, legal, 70gsm	reams	289	158.91
PROTECTIVE SAFETY GOGGLES	piece	3	156
STAPLE WIRE, heavy duty, binder type, 23/13	box	49	22.55
STAPLER, standard type	piece	264	145.6
TAPE, electrical	roll	52	19.45

TRASHBAG, plastic	roll	135	144.04
TWINE, plastic	roll	166	66.62
WRAPPING PAPER, kraft	pack	36	161.2

**This posting is valid on July 25, 2022 ONLY.**

**\*List of available supplies as of July 25, 2022.**

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

**\*\*\*Some items may not appear in the CSE portal because of our implementation of the CSE unit-to-unit delivery**

**\*\*\*\*Items posted above are based on the opening balance as of 7:30AM today. Quantity of items varies throughout the day**