



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 26, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	544	81.64
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	660	47.85
BATTERY, dry Cell, size D	pack	33	96.20
CALCULATOR, compact	unit	14	266.24
CARBON FILM, A4	box	5	221.00
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	23,623.60
ELECTRIC FAN, industrial, ground type	unit	3	1,109.68
ENVELOPE, mailing, with window	box	43	488.80
ERASER, FELT, for blackboard/whiteboard	piece	344	11.41
ERASER, plastic/rubber	piece	148	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	140	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	1740	3.15
FURNITURE CLEANER, aerosol type	can	44	120.12
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	79	888.80
MULTIMEDIA PROJECTOR	unit	2	16,588.00
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	156.00
STAPLE WIRE, heavy duty, binder type, 23/13	box	49	22.55
STAPLER, standard type	piece	264	145.60
TAPE, electrical	roll	52	19.45

TRASHBAG, plastic	roll	132	144.04
TWINE, plastic	roll	166	66.62
WRAPPING PAPER, kraft	pack	36	161.20

This posting is valid on July 26, 2022 ONLY.

***List of available supplies as of July 26, 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**