



## 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 28, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	540	81.64
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	277	330.55
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	472	47.85
BATTERY, dry Cell, size D	pack	33	96.20
CALCULATOR, compact	unit	8	266.24
CARBON FILM, A4	box	5	221.00
CARTOLINA, assorted colors	pack	85	83.72
CHALK, white enamel	box	36	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	220	32.91
DOCUMENT CAMERA, 8 MP	unit	9	23,623.60
ELECTRIC FAN, industrial, ground type	unit	3	1,109.68
ENVELOPE, mailing, with window	box	42	488.80
ERASER, FELT, for blackboard/whiteboard	piece	344	11.41
ERASER, plastic/rubber	piece	145	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
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	41	120.12
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	79	888.80
MULTIMEDIA PROJECTOR	unit	2	16,588.00
PAPER, Multi-Purpose, A4, 70 gsm	reams	52	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	44	22.55
STAPLER, standard type	piece	254	145.60
TAPE, electrical	roll	51	19.45
TAPE, masking, 24mm	roll	552	61.88

TRASHBAG, plastic	roll	123	144.04
TWINE, plastic	roll	166	66.62
WRAPPING PAPER, kraft	pack	36	161.20

**This posting is valid on July 28, 2022 ONLY.**

**\*List of available supplies as of July 28, 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**