

**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 6, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	219	₱90.22
BARCODE STICKER, TAMPER PROOF	piece	9,110	₱2.80
BATTERY, DRY CELL, D	pack	40	₱96.20
CALCULATOR	piece	34	₱346.85
CARTOLINA	pack	35	₱83.72
CHALK, 78MM	box	14	₱29.64
CUTTER BLADE, 10 PCS./TUBE	tube	179	₱14.82
DATING AND STAMPING MACHINE HD	piece	13	₱453.96
ELECTRIC FAN, INDUSTRIAL	piece	8	₱1,109.68
ELECTRIC FAN, ORBIT	piece	10	₱1,369.68
ELECTRIC FAN, WALL	piece	2	₱674.96
ENVELOPE, DOCUMENTARY, A4	piece	5,092	₱1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	987	₱1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	1,679	₱7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	162	₱30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	₱433.68
ERASER, FELT, BLACKBOARD	piece	53	₱10.30
EXTERNAL HARD DRIVE, 1TB	piece	107	₱2,650.83
FASTENER, PAPER	box	142	₱83.41
FILE TAB DIVIDER, LEGAL SIZE	set	9	₱14.23
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	10	₱243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	2,610	₱9.53
FOLDER, WITH TAB, A4 SIZE	piece	1,380	₱2.79
FORM - CERTIFICATE OF SERVICE FORM	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	117	₱32.25
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	351	₱29.72
FURNITURE CLEANER, aerosol type, 300ml min per can	can	108	₱115.53
MAGAZINE FILE BOX LARGE	piece	24	₱41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	142	₱46.68
MARKER, PERMANENT, bullet type, red	piece	440	₱8.98
MARKER, whiteboard, black, felt tip, bullet type	piece	10	₱13.38
MARKER, whiteboard, blue, felt tip, bullet type	piece	160	₱13.38
MARKER, whiteboard, red, felt tip, bullet type	piece	468	₱13.38
MOPHEAD	piece	3	₱123.76
MOUSE, OPTICAL, USB	unit	22	₱111.30
NOTE PAD, STICK-ON, 3 X 3	pad	222	₱47.73
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,091	₱12.04
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	159	₱17.14
PAPER CLIP, VINYL, 33MM (SMALL)	box	5	₱7.76
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	488	₱181.42
PAPER, RULED PAD	pad	33	₱29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	59	₱98.05
PENCIL SHARPNER	piece	2	₱202.80
RULER, PLASTIC 18"	piece	269	₱17.68
STAMP PAD FELT	pad	12	₱34.95
STAMP PAD INK	bottle	68	₱31.52
STAPLE WIRE, STANDARD	box	782	₱22.55
STAPLER, BINDER TYPE	piece	19	₱914.16
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	130	₱64.20
TAPE, MASKING, 24MM	piece	113	₱54.60
TAPE, PACKAGING, 2"	piece	482	₱19.97
TAPE, TRANSPARENT, 48MM	pack	37	₱19.97
TONER CART, HP CE411A, (HP305), Cyan	cart	1	₱6,011.20
TONER CART, HP CF400A (HP201A) Black LaserJet	cart	13	₱3,429.78
TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	11	₱4,043.83
TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	11	₱4,043.83
TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	10	₱4,043.83

TONER CART, HP CF412A (HP410A) yellow	cart	1	₱5,616.00
TONER CART, HP CF413A (HP410A) magenta	cart	1	₱1.00
TONER CART, HP Q2612A, Black	cart	8	₱3,900.00
WRAPPING PAPER, KRAFT, 65 GSM	pack	15	₱154.84
COVID-19 Response Items			
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	39	₱457.60
SURGICAL MASK	piece	46,069	₱22.88

*This posting is valid on July 6, 2020 ONLY.

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