



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 7, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BATTERY, dry Cell, size AAA	pack	87	18.34
BATTERY, dry Cell, size D	pack	33	96.20
CALCULATOR, compact	unit	27	266.24
CARBON FILM, A4	box	5	221.00
CARTOLINA, assorted colors	pack	94	83.72
CHALK, white enamel	box	38	32.97
CORRECTION TAPE, 8m	piece	86	11.53
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	459	11.41
ERASER, plastic/rubber	piece	208	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FLASH DRIVE, 16 GB	piece	11	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	87	120.12
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	79	888.80
MULTIMEDIA PROJECTOR	unit	3	16,588.00
PAD PAPER, ruled	pad	12	21.53
PAPER, Multi-Purpose, A4, 70 gsm	reams	835	137.74
PAPER, MULTICOPY, A4, 80 gsm	reams	1,000	136.66
PAPER, MULTICOPY, Legal, 80gsm	reams	100	189.18
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
SCISSORS, symmetrical	pair	48	33.37
STAPLE REMOVER, plier type	piece	36	27.87
STAPLE WIRE, standard	box	39	23.76
TAPE, transparent, 24mm	roll	3	11.18
THERMAL SCANNER, Viewtech with Tripod	piece	12	4,990.00

THERMOGUN	piece	1	2,532.40
TRASHBAG, plastic	roll	201	144.04
TWINE, plastic	roll	191	66.62
WRAPPING PAPER, kraft	pack	37	161.20

This posting is valid on July 7, 2022 ONLY.

***List of available supplies as of July 7, 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 7:30AM today**