



## 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 August 11, 2021

No. of Items: 12

| ITEM/DESCRIPTION                                   | UNIT  | AVAILABLE BALANCE | UNIT COST |
|--|-------|-------------------|-----------|
| AIR FRESHENER, aerosol, 280ml/150g min             | can   | 632               | 90.22     |
| BATTERY, dry cell, D, 1.5 volts, alkaline          | pack  | 70                | 96.20     |
| ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece | 824               | 30.49     |
| FACE SHIELD, direct splash protection              | piece | 347               | 45.00     |
| FORM - CERTIFICATE OF SERVICE                      | pad   | 51                | 28.57     |
| FORM - REIMBURSEMENT EXPENSE RECEIPT               | pad   | 313               | 29.72     |
| FORM - SUPPLIES LEDGER CARD                        | piece | 2,800             | 3.15      |
| FURNITURE CLEANER, aerosol type, 300ml min per can | can   | 83                | 120.12    |
| PAPER TRIMMER/CUTTING MACHINE, max paper size: B4  | unit  | 10                | 9,297.60  |
| PENCIL SHARPENER, manual, single cutter head       | piece | 30                | 202.67    |
| RULER, plastic, 450mm (18"), width: 38mm min       | piece | 68                | 17.68     |
| TOILET TISSUE PAPER, 2-ply, 100% recycled          | pack  | 438               | 86.84     |

**\*This posting is valid on August 11, 2021 ONLY.**

**\*\*List of available supplies as of August 11, 2021. Quantity of items varies throughout the day**

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