



## 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 13, 2021

No. of Items: 12

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	630	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	342	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	82	120.12
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	10	9,297.60
PENCIL SHARPENER, manual, single cutter head	piece	28	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	68	17.68
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	431	86.84

**\*This posting is valid on August 13, 2021 ONLY.**

**\*\*List of available supplies as of August 13, 2021. Quantity of items varies throughout the day**

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