



# 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 14, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	547	₱90.22
BARCODE STICKER	piece	8,541	2.80
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	32	₱96.20
CALCULATOR, compact, 12 digits	unit	32	₱346.85
CHALK, molded, white, dustless, length: 78mm min	box	14	₱29.64
CUTTER BLADE, for heavy duty cutter	tube	175	14.82
DATING AND STAMPING MACHINE, heavy duty	piece	9	₱453.96
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	4	₱1,109.68
ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	₱1,369.68
ENVELOPE, DOCUMENTARY, for A4 size document	piece	1,642	₱1.35
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document	piece	469	₱7.39
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness minimum	piece	1	₱30.49
ENVELOPE, mailing, white, with window	box	5	₱433.68
ERASER, FELT, for blackboard/whiteboard	piece	31	₱10.30
EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	75	₱2,650.83
FASTENER, METAL, 70mm between prongs	box	66	₱83.41
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	2,060	₱9.53
FORM - CERTIFICATE OF SERVICE	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	117	₱32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	351	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	82	₱120.12
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	₱41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	71	₱46.68
MARKER, PERMANENT, bullet type, red	piece	357	₱8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	367	₱13.38
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	13	₱47.73
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	1,011	₱12.04
PAPER, MULTICOPY, 80gsm, size: Legal	ream	406	₱181.42
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	16	₱98.05
PROTECTIVE SAFETY GOGGLES	piece	119	₱156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	250	₱17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	44	₱31.52

<b>STAPLE WIRE, STANDARD, (26/6)</b>	box	<b>565</b>	<b>₱22.55</b>
<b>STAPLER, BINDER TYPE, heavy duty, desktop</b>	unit	<b>17</b>	<b>₱914.16</b>
<b>SURGICAL MASK, 3-ply</b>	piece	<b>21,208</b>	<b>₱22.88</b>
<b>TAPE DISPENSER, TABLE TOP, for 24mm width tape</b>	piece	<b>111</b>	<b>₱64.20</b>
<b>TAPE, PACKAGING, width: 48mm (±1mm)</b>	piece	<b>402</b>	<b>₱19.97</b>
<b>TONER CART, HP CF400A (HP201A) Black LaserJet</b>	cart	<b>9</b>	<b>₱3,429.78</b>
<b>TONER CART, HP CF401A (HP201A) Cyan LaserJet</b>	cart	<b>7</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF402A (HP201A) Yellow LaserJet</b>	cart	<b>6</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF403A (HP201A) Magenta LaserJet</b>	cart	<b>9</b>	<b>₱4,043.83</b>
<b>TONER CART, HP Q2612A, Black</b>	cart	<b>3</b>	<b>₱3,900.00</b>
<b>WRAPPING PAPER, kraft, 65gsm (-5%)</b>	pack	<b>14</b>	<b>₱154.84</b>

\*This posting is valid on August 14, 2020 only

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