



## 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 25, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	184	81.64
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	148	330.55
BATTERY, dry Cell, size D	pack	19	96.20
CARBON FILM, A4	box	1	221.00
CARTOLINA, assorted colors	pack	40	83.72
CHALK, white enamel	box	26	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	84	32.91
CLEARBOOK, 20 Transparent pockets, Legal	piece	11	36.36
DOCUMENT CAMERA, 8 MP	unit	9	23,623.60
DRUM CART, BROTHER DR-3455, Black	Cart	1	6,947.20
ELECTRIC FAN, industrial, ground type	unit	2	1,109.68
ENVELOPE, mailing, with window	box	36	488.80
ERASER, FELT, for blackboard/whiteboard	piece	319	11.41
ERASER, plastic/rubber	piece	40	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	182	94.64
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	1740	3.15
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	66	888.80
MULTIMEDIA PROJECTOR	unit	1	16,588.00
PAPER, multi-purpose, legal, 70gsm	reams	124	158.91
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
STAPLE WIRE, heavy duty, binder type, 23/13	box	25	22.55
STAPLER, standard type	piece	207	145.60
TAPE, masking, 24mm	roll	503	61.88

TWINE, plastic	roll	157	66.62
WRAPPING PAPER, kraft	pack	30	161.20

**This posting is valid on August 25, 2022 ONLY.**

**\*List of available supplies as of August 25, 2022.**

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

**\*\*\*Some items may not appear in the CSE portal because of our implementation of the CSE unit-to-unit delivery**

**\*\*\*\*Items posted above are based on the opening balance as of this posting. Quantity of items varies throughout the day.**