



## 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 3, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	440	81.64
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	209	330.55
ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	256	47.85
BATTERY, dry Cell, size D	pack	19	96.20
CALCULATOR, compact	unit	3	266.24
CARBON FILM, A4	box	2	221.00
CARTOLINA, assorted colors	pack	65	83.72
CHALK, white enamel	box	35	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	179	32.91
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	3	1,109.68
ENVELOPE, mailing, with window	box	40	488.80
ERASER, FELT, for blackboard/whiteboard	piece	332	11.41
ERASER, plastic/rubber	piece	118	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	205	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
FURNITURE CLEANER, aerosol type	can	27	120.12
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	76	888.80
MARKER, whiteboard, black	piece	408	9.65
MARKER, whiteboard, blue	piece	422	9.65
MULTIMEDIA PROJECTOR	unit	2	16,588.00
PAPER, multi-purpose, legal, 70gsm	reams	289	158.91
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
SIGN PEN, black	piece	251	22.20
SIGN PEN, blue	piece	237	22.20
STAPLE WIRE, heavy duty, binder type, 23/13	box	30	22.55
STAPLER, standard type	piece	234	145.60
TAPE, electrical	roll	24	19.45

TAPE, masking, 24mm	roll	530	61.88
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TRASHBAG, plastic	roll	97	144.04
TWINE, plastic	roll	161	66.62
WRAPPING PAPER, kraft	pack	34	161.20

**This posting is valid on August 3, 2022 ONLY.**

**\*List of available supplies as of August 3, 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 7:30AM today. Quantity of items varies throughout the day**