



## 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 9, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	342	81.64
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	182	330.55
BATTERY, dry Cell, size D	pack	19	96.20
CARBON FILM, A4	box	1	221.00
CARTOLINA, assorted colors	pack	60	83.72
CHALK, white enamel	box	30	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	137	32.91
CLEARBOOK, 20 Transparent pockets, Legal	piece	14	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	38	488.80
ERASER, FELT, for blackboard/whiteboard	piece	321	11.41
ERASER, plastic/rubber	piece	82	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	186	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	6	120.12
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	76	888.80
MARKER, whiteboard, black	piece	101	9.65
MARKER, whiteboard, blue	piece	239	9.65
MULTIMEDIA PROJECTOR	unit	2	16,588.00
PAPER, multi-purpose, legal, 70gsm	reams	129	158.91
PAPER, parchment	box	8	98.05
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
STAPLE WIRE, heavy duty, binder type, 23/13	box	30	22.55
STAPLER, standard type	piece	219	145.60
TAPE, electrical	roll	13	19.45

TAPE, masking, 24mm	roll	519	61.88
TWINE, plastic	roll	160	66.62
WRAPPING PAPER, kraft	pack	32	161.20

**This posting is valid on August 9, 2022 ONLY.**

**\*List of available supplies as of August 9, 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**