



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 September 20, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	59	330.55
BATTERY, dry Cell, size D	pack	19	96.20
CHALK, white enamel	box	17	32.97
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	19	488.80
ERASER, FELT, for blackboard/whiteboard	piece	293	11.41
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	149	94.64
FOLDER, with tab, A4	pack	2	279.00
FORM - CERTIFICATE OF SERVICE	pad	576	28.57
FORM - DAILY TIME RECORD	pad	480	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)	64	888.80
MARKER, fluorescent	set	390	36.66
PAPER, multi-purpose, legal, 70gsm	reams	2	158.91
PAPER, MULTICOPY, Legal, 80gsm	reams	380	189.18
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
STAPLE WIRE, heavy duty, binder type, 23/13	box	7	22.55
STAPLER, standard type	piece	162	145.60
TAPE, masking, 24mm	roll	284	61.88
TWINE, plastic	roll	150	66.62
WRAPPING PAPER, kraft	pack	27	161.20

This posting is valid on September 20, 2022 ONLY.

***List of available supplies as of September 20, 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.**