



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 2, 2021

No. of Items: 12

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	597	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	66	96.20
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	772	30.49
FACE SHIELD, direct splash protection	piece	112	45.00
FORM - CERTIFICATE OF SERVICE	pad	46	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	309	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,660	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	51	120.12
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PENCIL SHARPENER, manual, single cutter head	piece	26	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	66	17.68
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	348	86.84

***This posting is valid on September 2, 2021 ONLY.**

****List of available supplies as of September 2, 2021. Quantity of items varies throughout the day**

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