



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, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	130	81.64
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	137	330.55
BATTERY, dry Cell, size D	pack	19	96.20
CARBON FILM, A4	box	1	221.00
CARTOLINA, assorted colors	pack	24	83.72
CHALK, white enamel	box	24	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	47	32.91
CLEARBOOK, 20 Transparent pockets, Legal	piece	6	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	21	488.80
ERASER, FELT, for blackboard/whiteboard	piece	319	11.41
ERASER, plastic/rubber	piece	25	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	178	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
PAPER, multi-purpose, legal, 70gsm	reams	119	158.91
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
STAPLE WIRE, heavy duty, binder type, 23/13	box	20	22.55
STAPLER, standard type	piece	202	145.60
TAPE, masking, 24mm	roll	460	61.88

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

This posting is valid on September 2, 2022 ONLY.

***List of available supplies as of September 2, 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.**