



# 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 21, 2021

No. of Items: 12

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	588	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	66	96.20
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	764	30.49
FACE SHIELD, direct splash protection	piece	41	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	50	120.12
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PENCIL SHARPENER, manual, single cutter head	piece	25	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	63	17.68
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	293	86.84

**\*This posting is valid on September 21, 2021 ONLY.**

**\*\*List of available supplies as of September 21,2021. Quantity of items varies throughout the day**

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