



## 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, 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 21, 2022 ONLY.**

**\*List of available supplies as of September 21, 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.**