



# 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 28, 2021

No. of Items: 22

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	564	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	66	96.20
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	40	36.36
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	734	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	40	120.12
HANDBOOK (RA 9184)	book	1	37.21
LIGHT BULB, Light Emitting Diode (LED), 7W	piece	17	82.16
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	100	21.53
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	19	98.05
PENCIL SHARPENER, manual, single cutter head	piece	25	202.67
PUNCHER, paper, heavy duty, with two hole guide	piece	20	150.80
RUBBER BAND, 70mm min lay flat length (#18)	box	18	100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	63	17.68
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	862	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	838	20.26
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	87	140.40
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	278	86.84

**\*This posting is valid on September 28, 2021 ONLY.**

**\*\*List of available supplies as of September 28, 2021. Quantity of items varies throughout the day**

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