



## 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 29, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	50	330.55
BATTERY, dry Cell, size D	pack	19	96.20
CHALK, white enamel	box	17	32.97
DOCUMENT CAMERA, 8 MP	unit	8	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	9	488.80
ERASER, FELT, for blackboard/whiteboard	piece	282	11.41
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	147	94.64
FOLDER, with tab, A4	pack	2	279.00
FORM - CERTIFICATE OF SERVICE	pad	546	28.57
FORM - DAILY TIME RECORD	pad	450	32.63
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	29.72
FORM - SUPPLIES LEDGER CARD	piece	1710	3.15
HEAD COVER, disposable	piece	1	2.60
KN95 FACE MASK	pack (10)	64	888.80
MARKER, fluorescent	set	387	36.66
NOTE PAD, stick on, 3" x 3"	pad	7	52.00
PAPER, MULTICOPY, A4, 80 gsm	reams	1980	165.65
PAPER, MULTICOPY, Legal, 80gsm	reams	355	189.18
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
SIGN PEN, black	piece	1129	22.20
SIGN PEN, blue	piece	1178	22.20
SIGN PEN, red	piece	1014	22.20
STAPLE WIRE, heavy duty, binder type, 23/13	box	7	22.55
STAPLER, standard type	piece	148	145.60
TAPE, masking, 24mm	roll	174	61.88
TWINE, plastic	roll	150	66.62
WRAPPING PAPER, kraft	pack	27	161.20

**This posting is valid on September 29, 2022 ONLY.**

**\*List of available supplies as of September 29, 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.*