



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 30, 2021

No. of Items: 31

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	534	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	282	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	66	96.20
CARTOLINA, assorted colors	pack	8	83.72
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	28	36.36
DISPOSABLE GLOVES, LATEX	box	100	678.88
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	711	30.49
FACE SHIELD, direct splash protection	piece	461	45.00
FORM - CERTIFICATE OF SERVICE	pad	44	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	307	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,660	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	40	120.12
GLUE, all purpose, gross weight: 200 grams min	jar	92	71.50
HANDBOOK (RA 9184)	book	1	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	770	36.66
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	9	9,297.60
PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	130	98.26
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	247	118.46
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	70	21.53
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	8	98.05
PENCIL SHARPENER, manual, single cutter head	piece	23	202.67
PUNCHER, paper, heavy duty, with two hole guide	piece	18	150.80
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	81	62.40
RUBBER BAND, 70mm min lay flat length (#18)	box	13	100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	60	17.68
SCOURING PAD, 5 pieces per pack	pack	193	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	608	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	554	20.26
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	79	140.40
SURGICAL MASK, 3-ply	box	410	120.00
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	227	86.84

***This posting is valid on September 30, 2021 ONLY.**

****List of available supplies as of September 30, 2021. Quantity of items varies throughout the day**

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