



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 5, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	112	81.64
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	121	330.55
BATTERY, dry Cell, size D	pack	19	96.20
CARBON FILM, A4	box	1	221.00
CARTOLINA, assorted colors	pack	24	83.72
CHALK, white enamel	box	23	32.97
CLEARBOOK, 20 Transparent pockets, A4	piece	42	32.91
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	21	488.80
ERASER, FELT, for blackboard/whiteboard	piece	319	11.41
ERASER, plastic/rubber	piece	25	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FASTENER, metal, non-sharp edges	box	178	94.64
FOLDER, with tab, A4	pack	2	279.00
FORM - CERTIFICATE OF SERVICE	pad	576	28.57
FORM - DAILY TIME RECORD	pad	483	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)	66	888.80
PAPER, multi-purpose, legal, 70gsm	reams	117	158.91
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
STAPLE WIRE, heavy duty, binder type, 23/13	box	16	22.55
STAPLER, standard type	piece	199	145.60
TAPE, masking, 24mm	roll	452	61.88
TWINE, plastic	roll	157	66.62

WRAPPING PAPER, kraft	pack	29	161.20
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This posting is valid on September 5, 2022 ONLY.

***List of available supplies as of September 5, 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.**