



# 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

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
ACETATE	roll	2	₱1,262.50
AIR FRESHENER	can	44	₱126.67
ALCOHOL, Ethyl, 1 Gallon	gallon	22	₱403.68
BATTERY, dry cell, size AA	pack	137	₱118.00
BATTERY, dry cell, size AAA	pack	205	₱131.00
BINDING RING/COMB, plastic, 32 mm	bundle	40	₱222.49
BLADE, for general purpose cutter/utility knife	tube	18	₱16.62
CALCULATOR, Compact	unit	36	₱217.24
CARBON FILM, Legal size	box	41	₱357.11
CARTOLINA, assorted colors	pack	131	₱206.00
CHALK, white enamel	box	52	₱79.00
CLEANSER, Scouring Powder	plastic container	51	₱42.22
CLEARBOOK, A4 size	piece	181	₱47.00
CLIP, backfold, 19mm	box	102	₱11.29
CLIP, backfold, 25mm	box	133	₱19.91
CLIP, backfold, 32mm	box	177	₱29.35
COMPUTER MOUSE, Wireless	unit	54	₱161.79
CUTTER/UTILITY KNIFE, for general purpose	piece	5	₱30.08
DATER STAMP	piece	36	₱425.78
ELECTRIC FAN, ceiling mount, orbit type (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	18	₱1,222.00
ENVELOPE, Documentary, A4	box	18	₱860.31
ENVELOPE, Documentary, legal,	box	42	₱1,033.38
ENVELOPE, Mailing	box	12	₱467.42
ENVELOPE, Mailing, with window	box	3	₱523.95
ERASER, felt, for blackboard/whiteboard	piece	286	₱17.75
ERASER, plastic/rubber	piece	23	₱9.20
EXTERNAL HARD DRIVE (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	80	₱3,060.18
FACE SHIELD	piece	626	₱45.00
FASTENER	box	138	₱114.50
FILE ORGANIZER, expanding, plastic, legal	piece	42	₱127.40
FILE TAB DIVIDER, A4	set	132	₱24.50
FILE TAB DIVIDER, Legal	set	103	₱25.75
FOLDER with tab, Legal	pack	168	₱403.72
FOLDER, Fancy with slide, A4	bundle	27	₱274.46
FOLDER, Fancy with slide, legal	bundle	34	₱306.12
FOLDER, L-type, A4	pack	104	₱192.44
FOLDER, pressboard	box	55	₱1,775.00
FORM - CERTIFICATE OF SERVICE	pad	402	₱32.32
FORM - DAILY TIME RECORD	pad	334	₱32.64
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	151	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	792	₱3.15
FURNITURE CLEANER	can	32	₱162.01
GLOVES, LATEX	box	1	₱678.88
GLUE, all-purpose	bottle	136	₱99.50
HAND SANITIZER	bottle	171	₱85.08
INK, for stamp pad	bottle	48	₱28.79
INSECTICIDE	can	116	₱319.75
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	246	₱85.75



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<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>AVAILABLE BALANCE</u>	<u>UNIT COST</u>
LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	403	₱164.75
MARKER, Permanent, Black	piece	438	₱68.75
MARKER, Permanent, Blue	piece	485	₱68.75
MARKER, Permanent, Red	piece	445	₱68.75
MARKER, Whiteboard, Black	piece	964	₱22.50
MARKER, Whiteboard, Blue	piece	1358	₱22.50
MARKER, Whiteboard, Red	piece	836	₱22.50
MOP BUCKET (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	15	₱2,322.32
NOTEPAD, stick-on, 76mm x 100mm	pad	190	₱82.44
PAD PAPER, ruled	pad	5	₱43.79
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	98	₱19.53
PAPER, MULTICOPY LEGAL	ream	204	₱232.96
PENCIL SHARPENER	piece	43	₱238.16
PENCIL, lead/graphite, with eraser	box	147	₱45.38
RECORD BOOK, 300 PAGES	book	18	₱91.70
RUBBER BAND No. 18	box	103	₱123.50
RULER, plastic, 450mm	piece	125	₱33.25
SCISSORS, symmetrical/asymmetrical	pair	55	₱37.23
SIGN PEN, Extra Fine Tip, Red (0.5MM)	piece	14	₱27.11
SIGN PEN, Medium Tip, Black	piece	78	₱63.62
SIGN PEN, Medium Tip, Red	piece	67	₱63.62
STAMP PAD, felt	piece	89	₱24.00
STAPLE REMOVER, plier-type	piece	199	₱56.25
STAPLE WIRE, heavy duty (binder type), 23/13	box	16	₱36.40
STAPLE WIRE, standard	box	191	₱28.50
STAPLER, heavy duty (binder) (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	23	₱597.87
TAPE, electrical	roll	148	₱51.50
TAPE, masking, 24mm	roll	417	₱59.11
TAPE, masking, 48 mm	roll	117	₱140.39
TAPE, packaging, 48 mm	roll	334	₱29.56
TAPE, transparent, 24mm	roll	577	₱15.95
TWINE, plastic	roll	99	₱95.00
WRAPPING PAPER	pack	108	₱350.00

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

**\*\*\*Items posted above are based on the opening balance as of this posting. Quantity of items varies throughout the day.**