

**BUKIDNON STATE UNIVERSITY**

Malaybalay City, Bukidnon 8700

College of Technology

Tel (088) 813-5661 to 5663; TeleFax (088) 813-2717, www.buksu.edu.ph

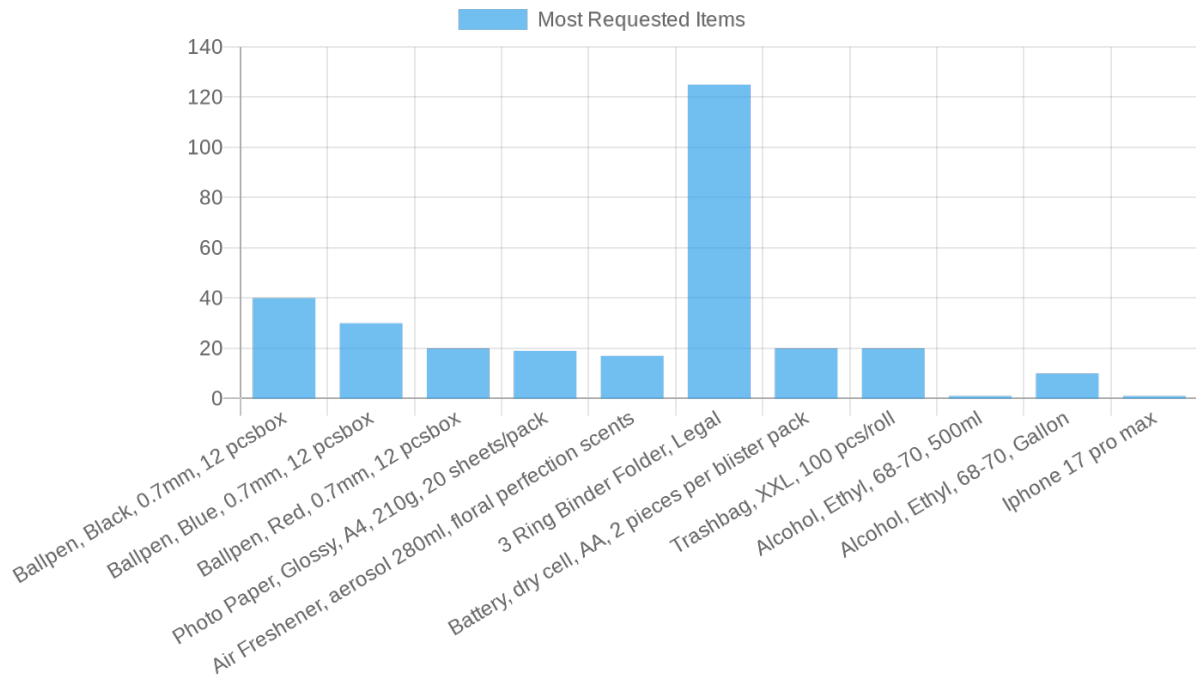
Inclusive Dates: November 1, 2025 - November 30, 2025

Name of Office: COT - Information Technology Department

**Transaction and Reports:**

Requested By	Item	Quantity	Date	Status
Elbert Cahanap	Ballpen, Black, 0.7mm, 12 pcsbox	20	11/12/2025	Successful
Jaykerd Sario	Ballpen, Blue, 0.7mm, 12 pcsbox	10	11/12/2025	Successful
Jaykerd Sario	Ballpen, Red, 0.7mm, 12 pcsbox	20	11/12/2025	Successful
Elbert Cahanap	Photo Paper, Glossy, A4, 210g, 20 sheets/pack	19	11/14/2025	Successful
Elberto	Air Freshener, aerosol 280ml, floral perfection scents	10	11/14/2025	Successful
Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	1	11/14/2025	Successful
Elbert Cahanap	3 Ring Binder Folder, Legal	10	11/16/2025	Successful
Jorry Gumera	Ballpen, Black, 0.7mm, 12 pcsbox	20	11/21/2025	Successful
Jaykerd Sario	Ballpen, Blue, 0.7mm, 12 pcsbox	20	11/21/2025	Successful
Jorry Gumera	Battery, dry cell, AA, 2 pieces per blister pack	20	11/22/2025	Successful
Jaykerd Sario	Trashbag, XXL, 100 pcs/roll	20	11/22/2025	Successful
Elbert Cahanap	3 Ring Binder Folder, Legal	10	11/25/2025	Successful
Sherralene Edusma	Alcohol, Ethyl, 68-70, 500ml	1	11/28/2025	Successful
Sherralene Edusma	3 Ring Binder Folder, Legal	5	11/28/2025	Successful
Sherralene Edusma	Air Freshener, aerosol 280ml, floral perfection scents	5	11/28/2025	Successful
Sherralene Edusma	Air Freshener, aerosol 280ml, floral perfection scents	1	11/28/2025	Successful
Sherralene Edusma	Alcohol, Ethyl, 68-70, Gallon	10	11/29/2025	Successful

Requested By	Item	Quantity	Date	Status
Naruto Uzumaki	3 Ring Binder Folder, Legal	100	11/30/2025	Successful
Joseph Abella	Iphone 17 pro max	1	11/30/2025	Successful

**Summary of most requested items in bar graph**

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**Prepared by:**

A handwritten signature in black ink, consisting of a series of loops and a final circle.

Louie Jay Labastida

Departmental Admin - Information Technology

**Checked by:**

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Mylaflor T. Mansaladez

Super Admin - College of Technology

**Approved by:**

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Dr. Marilou O. Espina

Dean/Head - College of Technology