

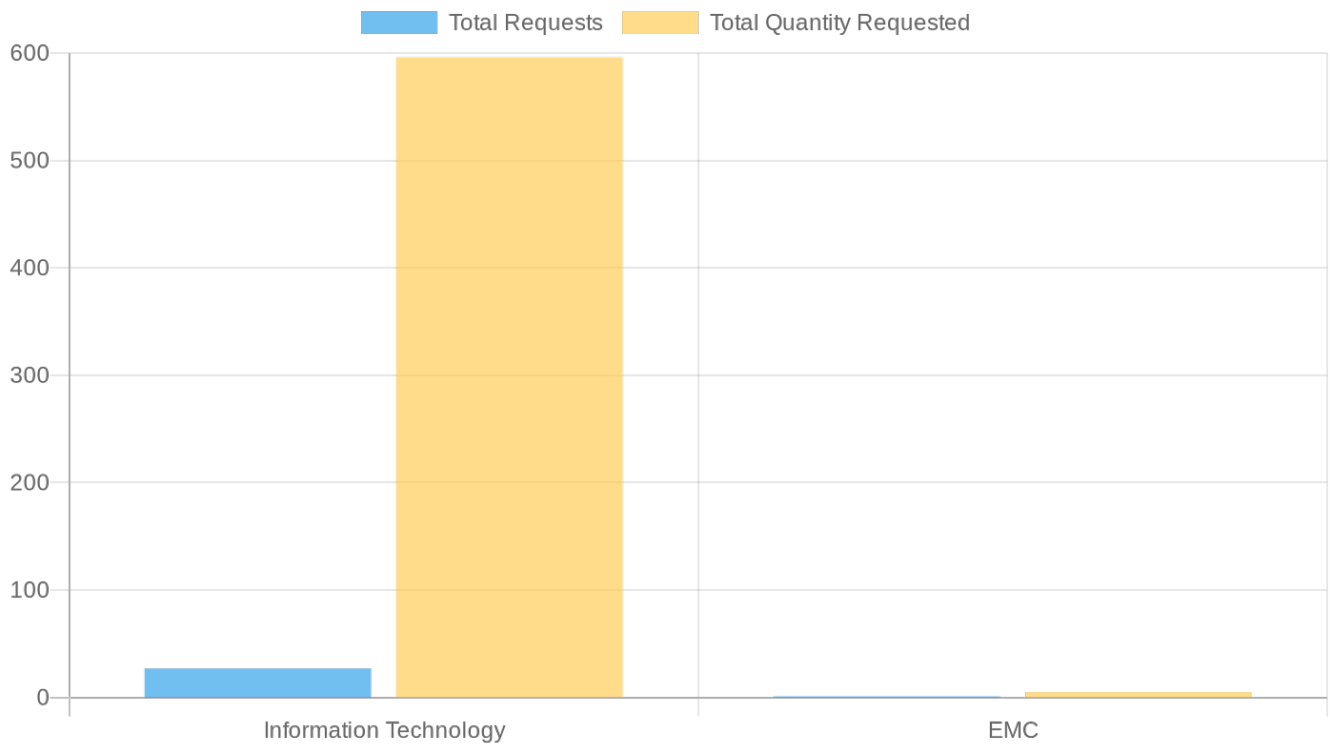


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Inclusive Dates: 12/1/2025 - 12/31/2025

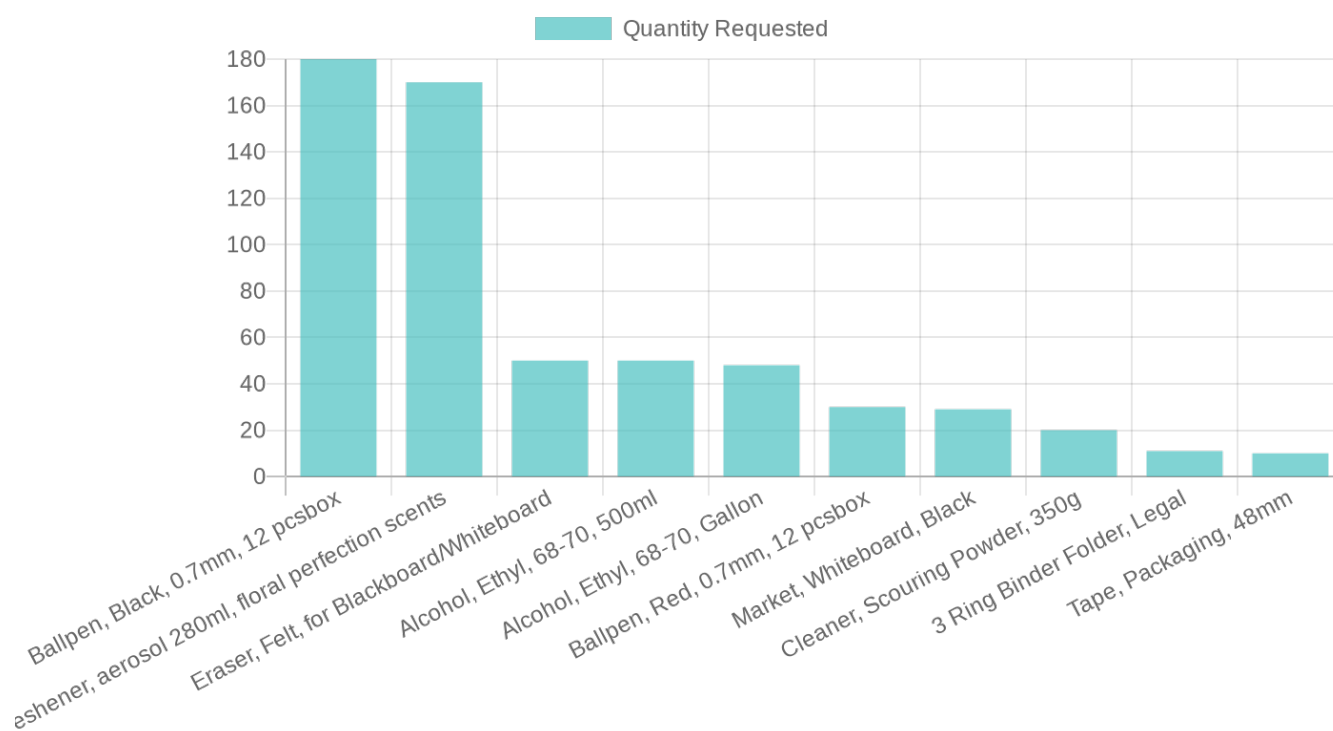
1. Department Summary

Department	Total Requests	Total Quantity Requested
Information Technology	27	596
EMC	1	5




2. Most Requested Items


Item Name	Total Quantity	Departments Requested
Ballpen, Black, 0.7mm, 12 pcsbox	180	1
Air Freshener, aerosol 280ml, floral perfection scents	170	1
Eraser, Felt, for Blackboard/Whiteboard	50	1
Alcohol, Ethyl, 68-70, 500ml	50	1
Alcohol, Ethyl, 68-70, Gallon	48	1
Ballpen, Red, 0.7mm, 12 pcsbox	30	1
Market, Whiteboard, Black	29	1
Cleaner, Scouring Powder, 350g	20	1
3 Ring Binder Folder, Legal	11	2
Tape, Packaging, 48mm	10	1
Calculator	3	1



Analysis/Remarks (3–5 sentences):

Prepared by:

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Dean/Head - College of Technology