



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

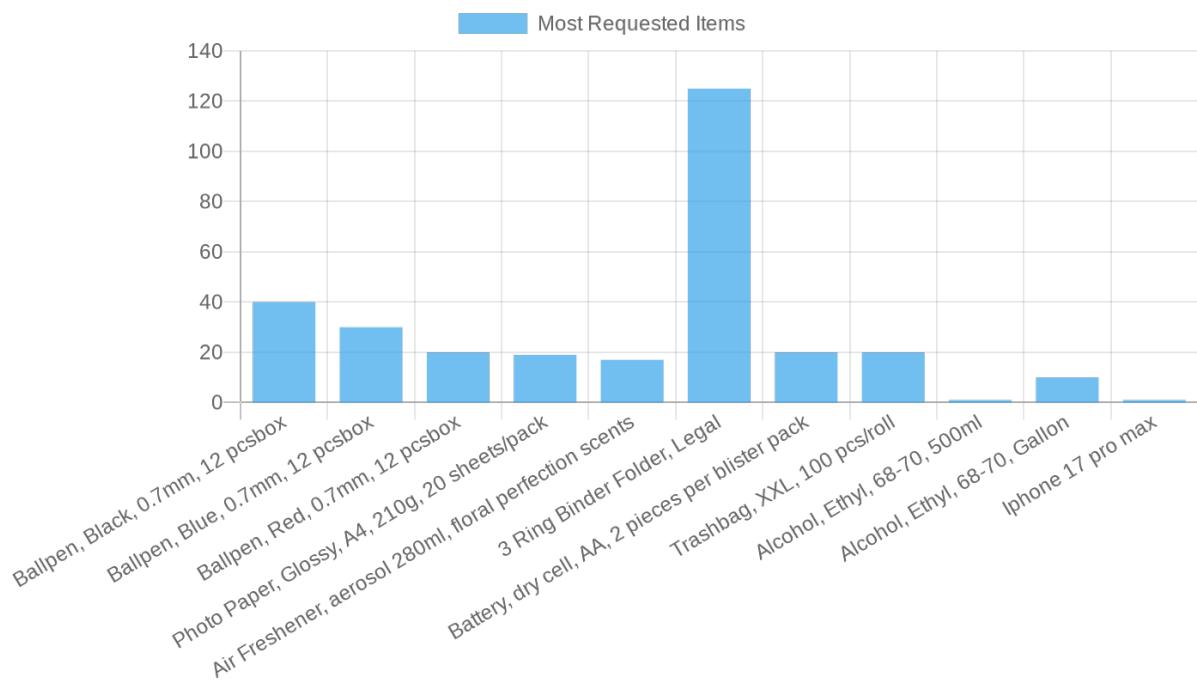
Name of Office: COT - Information Technology Department

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 |
| Naruto Uzumaki | 3 Ring Binder Folder, | 100 | 11/30/2025 | Successful |

| Requested By | Item | Quantity | Date | Status |
|---------------|-------------------|----------|------------|------------|
| | Legal | | | |
| Joseph Abella | Iphone 17 pro max | 1 | 11/30/2025 | Successful |

Summary of most requested items in bar graph





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Analysis/Description of the results (3-5 sentences will do).

Prepared by:

Departmental Admin - Information Technology

Checked by:

Super Admin - College of Technology

Approved by:

Dean/Head - College of Technology