



**BUKIDNON STATE UNIVERSITY**  
Malaybalay City, Bukidnon 8700  
College of Technology  
Tel (088) 813-5661 to 5663; TeleFax (088) 813-2717, [www.buksu.edu.ph](http://www.buksu.edu.ph)

Inclusive Dates: 12/1/2025 - 12/31/2025  
Office/Department: COT - Information Technology Department  
Period: 12/2025 | Generated: 2/6/2026, 5:45:20 PM  
Verification Hash: DA33690E8503594B  
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Summary

Metric	Value
Department	Information Technology
Total transactions	27
Total quantity issued	596
Unique requesters	3

Top items by quantity issued	Qty issued
Ballpen, Black, 0.7mm, 12 pcsbox	180
Air Freshener, aerosol 280ml, floral perfection scents	170
Eraser, Felt, for Blackboard/Whiteboard	50
Alcohol, Ethyl, 68-70, 500ml	50
Alcohol, Ethyl, 68-70, Gallon	48
Ballpen, Red, 0.7mm, 12 pcsbox	30
Market, Whiteboard, Black	29
Cleaner, Scouring Powder, 350g	20

Transaction list (chronological)

Transaction ID	Date & time	Type	Requested by	Item	Qty	Status
10EFCF	12/1/2025, 2:35:34 PM	Issue (request)	Elbert Cahanap	Eraser, Felt, for Blackboard/ Whiteboard	50	Posted
10EFF2	12/1/2025, 2:38:24 PM	Issue (request)	Elbert Cahanap	Alcohol, Ethyl, 68-70, Gallon	16	Posted
10EFF5	12/1/2025, 2:38:24 PM	Issue (request)	Elbert Cahanap	Alcohol, Ethyl, 68-70, Gallon	16	Posted
10EFF8	12/1/2025, 2:38:25 PM	Issue (request)	Elbert Cahanap	Alcohol, Ethyl, 68-70, Gallon	16	Posted
10F00C	12/1/2025, 2:39:54 PM	Issue (request)	Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	20	Posted
10F010	12/1/2025, 2:39:54 PM	Issue (request)	Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	20	Posted
10F013	12/1/2025, 2:39:54 PM	Issue (request)	Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	20	Posted
10F015	12/1/2025, 2:39:54 PM	Issue (request)	Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	20	Posted
10F019	12/1/2025, 2:39:54 PM	Issue (request)	Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	20	Posted
10F01C	12/1/2025, 2:39:54 PM	Issue (request)	Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	20	Posted
10F050	12/1/2025, 2:43:32 PM	Issue (request)	Elbert Cahanap	Ballpen, Black, 0.7mm, 12 pcsbox	30	Posted
10F053	12/1/2025, 2:43:33 PM	Issue (request)	Elbert Cahanap	Ballpen, Black, 0.7mm, 12 pcsbox	30	Posted
10F056	12/1/2025, 2:43:33 PM	Issue (request)	Elbert Cahanap	Ballpen, Black, 0.7mm, 12 pcsbox	30	Posted
10F061	12/1/2025, 2:43:35 PM	Issue (request)	Elbert Cahanap	Ballpen, Black, 0.7mm, 12 pcsbox	30	Posted
10F064	12/1/2025, 2:43:35 PM	Issue (request)	Elbert Cahanap	Ballpen, Black, 0.7mm, 12 pcsbox	30	Posted
10F068	12/1/2025, 2:43:35 PM	Issue (request)	Elbert Cahanap	Ballpen, Black, 0.7mm, 12 pcsbox	30	Posted

Transaction ID	Date & time	Type	Requested by	Item	Qty	Status
10F071	12/1/2025, 2:44:48 PM	Issue (request)	Elbert Cahanap	Ballpen, Red, 0.7mm, 12 pcsbox	30	Posted
10F18E	12/1/2025, 3:04:49 PM	Issue (request)	Elbert Cahanap	Market, Whiteboard, Black	29	Posted
05DE56	12/1/2025, 6:58:08 PM	Issue (request)	Elbert Cahanap	3 Ring Binder Folder, Legal	5	Posted
05DE7D	12/1/2025, 7:24:07 PM	Issue (request)	Elbert Cahanap	3 Ring Binder Folder, Legal	1	Posted
37FA01	12/1/2025, 11:55:50 PM	Issue (request)	Uchiha Sasuke	Cleaner, Scouring Powder, 350g	1	Posted
37FA33	12/1/2025, 11:56:35 PM	Issue (request)	Uchiha Sasuke	Cleaner, Scouring Powder, 350g	1	Posted
938A41	12/2/2025, 9:07:31 AM	Issue (request)	Uchiha Sasuke	Tape, Packaging, 48mm	10	Posted
3FE118	12/2/2025, 1:38:39 PM	Issue (request)	Uchiha Sasuke	Air Freshener, aerosol 280ml, floral perfection scents	50	Posted
B9A863	12/3/2025, 6:29:00 PM	Issue (request)	Elbert Cahanap	Cleaner, Scouring Powder, 350g	18	Posted
A8ADCE	12/4/2025, 5:41:32 PM	Issue (request)	Elbert Cahanap	Alcohol, Ethyl, 68-70, 500ml	50	Posted
B03BA8	12/23/2025, 8:11:49 PM	Issue (request)	Kendrick Amparado	Calculator	3	Posted

## Notes:

- This report includes completed/posted transactions only (stock issuances for this department).
- Restocks and manual adjustments (if any) are tracked separately via inventory updates/system logs.

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**Analysis/Remarks (3–5 sentences):**

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