

## Summary Report as from Nov 1, 2015 to Dec 1, 2015

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### Status Updates

| Status        | Total Request | Percentage |
|---------------|---------------|------------|
| Cancelled     | 10            | 4.72%      |
| For Approval  | 15            | 7.08%      |
| Approved      | 8             | 3.77%      |
| For Release   | 17            | 8.02%      |
| Pending       | 16            | 7.55%      |
| Item Released | 30            | 14.15%     |
| Close         | 116           | 54.72%     |

### Department with Most Closed Request

| Department  | Total Request |
|---|---------------|
| FRG - Gen. Accounting (Subsidiaries)                    | 16            |
| Accounts Receivable Docs                                | 13            |
| AMD Prestige  | 11            |
| Treasury Dept - Receipt                                 | 8             |
| Administration - Materials Control and Fleet Management | 6             |
| AMD Prominent   | 6             |
| Accounts Receivable Rental                              | 5             |
| FRG - Gen. Accounting (Megaworld)                       | 4             |
| AMD Rentals   | 4             |
| FRG - Payroll   | 4             |
| Accounts Receivable Sales                               | 4             |
| Accounts Payable 2/Recovery Unit                        | 3             |
| Client Relations Group                                  | 3             |
| FRG - Accounts Payable (Subsidiaries)                   | 2             |

|  |   |
|--|---|
| Management Information Group                               | 2 |
| Customer Management Group                                  | 2 |
| OR Archives  | 2 |
| Information Technology                                     | 2 |
| MSG - Accounting Group                                     | 2 |
| Financial Analyst Group                                    | 2 |
| Asset Management Group                                     | 2 |
| Administration - Courier, Mailing and Logistics Management | 2 |
| FRG - Consolidation Group                                  | 2 |
| Accounts Payable 1   | 1 |
| AMD Premier  | 1 |
| White OR   | 1 |
| Library  | 1 |
| Administration - Monitoring and Compliance Group           | 1 |
| AMD Training   | 1 |
| Administration - Facility Management and General Services  | 1 |
| Treasury Dept - Disbursement                               | 1 |
| AMD Preferred  | 1 |

### Most Requested Item

| Item                      | Total Request |
|---------------------------|---------------|
| ALCOHOL                   | 42            |
| BOND PAPER SHORT          | 40            |
| HP TONER 85A              | 40            |
| BOND PAPER LONG           | 38            |
| PILOT BX-V5 SIGNPEN BLACK | 34            |
| TAPE SCOTCH 1'            | 33            |
| NEWSPRINT SHORT           | 30            |
| PILOT BX-V5 SIGNPEN BLUE  | 28            |
| STAPLE WIRE BIG           | 27            |

|                            |    |
|----------------------------|----|
| BALLPEN BLACK              | 25 |
| NEWSPRINT LONG             | 22 |
| ENVELOPE LONG              | 21 |
| PILOT BX-V5 SIGNPEN GREEN  | 20 |
| FASTENER PLASTIC           | 18 |
| PAPER CLIP SMALL           | 18 |
| MEMO PAD                   | 18 |
| HP TONER 05A               | 18 |
| DOUBLE CLIP 3/4            | 16 |
| CORRECTION TAPE            | 15 |
| PILOT BX-V5 SIGNPEN PURPLE | 15 |
| STAPLER #35                | 15 |
| DOUBLE CLIP 1              | 15 |
| PAPER CLIP BIG             | 14 |
| TAPE PACKING 2'            | 14 |
| PILOT BX-V5 SIGNPEN RED    | 13 |
| PENCIL MONGOL              | 12 |
| SCISSOR                    | 11 |
| DOUBLE CLIP 2              | 11 |
| BALLPEN BLUE               | 11 |
| PENTEL PEN BLACK           | 11 |
| LETTER HEAD                | 11 |
| PENTEL PEN WB BLACK        | 11 |
| STABILO ORANGE             | 10 |
| CORRECTION TAPE REFILL     | 10 |
| LOG BOOK                   | 10 |
| ENVELOPE SHORT             | 10 |
| STABILO YELLOW             | 10 |
| RUBBER BAND SMALL          | 9  |
| FOLDER SHORT               | 9  |

|                                   |   |
|-----------------------------------|---|
| BALLPEN RED                       | 9 |
| TRASH CAN                         | 8 |
| NOTEBOOK                          | 8 |
| STABILO BLUE                      | 8 |
| CALCULATOR                        | 7 |
| FOLDER LONG                       | 7 |
| STABILO GREEN                     | 7 |
| STABILO PINK                      | 7 |
| PILOT BX-V5 SIGNPEN RED           | 7 |
| NOTEBOOK                          | 6 |
| ENVELOPE EXPANDED                 | 6 |
| EPSON BLACK INK T6641             | 6 |
| GLUE                              | 5 |
| TAPE DOUBLE ADHESIVE WITHOUT FOAM | 5 |
| PENTEL PEN WB BLUE                | 5 |
| PUNCHER                           | 4 |
| HP TONER 12A                      | 4 |
| TAPE DISPENSER BIG                | 4 |
| TAPE MASKING 1"                   | 3 |
| TAPE MASKING                      | 3 |
| RULER                             | 3 |
| TAPE DOUBLE ADHESIVE WITH FOAM    | 3 |
| HP TONER CARTRIDGE 78A            | 2 |
| BATTERY AA                        | 2 |
| LETTER ENVELOPE                   | 2 |
| EPSON S015632 RIBBON LX310        | 2 |
| HP TONER 53A                      | 2 |
| STAMP PAD INK BLUE                | 2 |
| A4TECH KEYBOARD                   | 2 |
| PENTEL PEN WB RED                 | 2 |

|                                |   |
|--------------------------------|---|
| OPTICAL MOUSE                  | 1 |
| LOGBOOK                        | 1 |
| HP INK 22 TRI-COLOR            | 1 |
| FAX PAPER                      | 1 |
| EPSON 8750 RIBBON BLACK        | 1 |
| CDRW                           | 1 |
| HP 678 BLACK INK CARTRIDGE     | 1 |
| HP 678 TRI COLOR INK CARTRIDGE | 1 |
| PENTEL PEN BLUE                | 1 |
| HP INK 21 BLACK                | 1 |
| HP TONER 80A                   | 1 |