Summary Report as from May 26, 2015 to Jun 26, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	8	9.76%
For Approval	3	3.66%
Approved	3	3.66%
For Release	11	13.41%
Pending	19	23.17%
Item Released	12	14.63%
Close	26	31.71%

Department with Most Closed Request

Department	Total Request
Accounts Receivable Docs	8
Accounts Receivable Sales	5
Accounts Receivable Rental	3
White OR	2
Administration - Courier, Mailing and Logistics Management	2
Administration - Facility Management and General Services	2
AMD Office of the Vice President	1
Administration - Monitoring and Compliance Group	1
OR Archives	1
Accounts Payable 1	1

Most Requested Item

Item	Total Request
BOND PAPER LONG	18
ALCOHOL	16
HP TONER 85A	13

PILOT BX-V5 SIGNPEN BLUE	10
CORRECTION TAPE REFILL	9
PILOT BX-V5 SIGNPEN BLACK	9
HP TONER 05A	9
PILOT BX-V5 SIGNPEN RED	8
PILOT BX-V5 SIGNPEN GREEN	8
STABILO PINK	7
BOND PAPER SHORT	7
PILOT BX-V5 SIGNPEN PURPLE	6
BALLPEN BLACK	6
NEWSPRINT LONG	6
STABILO ORANGE	6
NEWSPRINT SHORT	6
STAMP PAD INK BLUE	5
PENCIL MONGOL	5
STAPLE WIRE BIG	5
CORRECTION TAPE	5
MEMO PAD	4
FOLDER GREEN	4
FASTENER PLASTIC	4
TAPE SCOTCH 1'	4
PAPER CLIP SMALL	3
TAPE DISPENSER BIG	3
DOUBLE CLIP 3/4"	3
ENVELOPE LONG	3
HP TONER 35A	3
RUBBER BAND SMALL	3
BALLPEN BLUE	2
HP INK 704 BLACK	2
HP INK 704 COLORED	2

PENTEL PEN WB BLUE	2
RULER	2
PENTEL PEN WB BLACK	2
PUNCHER	2
SCISSOR	2
RUBBER BAND BIG	2
DOUBLE CLIP 1"	2
TRASH CAN	1
TRANSMITTAL SHEET	1
TAPE PACKING 2'	1
MAGAZINE FILE	1
CALCULATOR	1
LETTER HEAD	1
EPSON BLACK INK	1
HP TONER 125 CYAN	1
TAPE DOUBLE ADHESIVE WITH FOAM	1
FOLDER LONG	1