

## Summary Report as from Jul 2, 2017 to Aug 2, 2017

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### Status Updates

Status	Total Request	Percentage
Cancelled	9	8.33%
For Approval	8	7.41%
Approved	10	9.26%
For Release	48	44.44%
Item Released	10	9.26%
Close	23	21.3%

### Department with Most Closed Request

Department	Total Request
Accounts Receivable Docs	4
Accounts Receivable Sales	3
AMD Prestige 2	2
AMD Rentals	2
AMD Training	2
Asset Management Group	2
FRG - Gen. Accounting (Subsidiaries)	2
Information Systems Management	2
Management Information Group	1
OR Archives	1
Business Research and Strategy Division	1
Accounts Payable 2/Recovery Unit	1

### Most Requested Item

Item	Total Request
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BOND PAPER LONG	12
ALCOHOL	10
HP TONER 85A	9
PILOT BX-V5 SIGNPEN BLACK	9
CORRECTION TAPE REFILL	9
BOND PAPER SHORT	8
PILOT BX-V5 SIGNPEN BLUE	7
PAPER CLIP SMALL	5
HP TONER 05A	5
CORRECTION TAPE	4
PILOT BX-V5 SIGNPEN RED	4
ENVELOPE EXPANDED	4
STAPLE WIRE BIG	4
MEMO PAD	4
PAPER CLIP BIG	3
ENVELOPE SHORT	3
NOTEBOOK	3
ENVELOPE LONG	3
BALLPEN BLACK	3
TAPE SCOTCH 1'	3
DOUBLE CLIP 3/4	2
NEWSPRINT LONG	2
STABILO GREEN	2
DVD-RW	2
FOLDER GREEN	2
CALCULATOR	2
RUBBER BAND SMALL	2
TAPE PACKING 2'	2
FOLDER LONG	2
BALLPEN RED	1

PENTEL PEN BLACK	1
BALLPEN BLUE	1
PENTEL PEN WB BLACK	1
PENCIL MONGOL	1
HP TONER 12A	1
HP TONER 53A	1
LETTER HEAD	1
LETTER ENVELOPE	1
LOG BOOK	1
HP TONER 35A	1
NEWSPRINT SHORT	1
CARBON PAPER LONG	1
HP INK 704 BLACK	1
OPTICAL MOUSE	1
SCISSOR	1
STAMP PAD INK BLUE	1
Stamp Pad Ink - Black	1
EPSON S015632 RIBBON LX310	1
EPSON BLACK INK T6641	1
TAPE MASKING 1	1
CARBON PAPER SHORT	1
DOUBLE CLIP 1	1
FOLDER SHORT	1
STABILO YELLOW	1
GLUE	1