

## Summary Report as from Aug 14, 2015 to Sep 14, 2015

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### Status Updates

Status	Total Request	Percentage
Cancelled	15	5.88%
For Approval	8	3.14%
Approved	20	7.84%
For Release	4	1.57%
Pending	11	4.31%
Item Released	27	10.59%
Reject	1	0.39%
Close	169	66.27%

### Department with Most Closed Request

Department	Total Request
FRG - Gen. Accounting (Subsidiaries)	20
Accounts Receivable Docs	15
AMD Prominent	14
AMD Prestige	13
Accounts Receivable Rental	9
Asset Management Group	9
Client Relations Group	7
Customer Management Group	5
Library	5
FRG - Accounts Payable (Subsidiaries)	5
FRG - Gen. Accounting (Megaworld)	5
Treasury Dept - Receipt	5
AMD Rentals	5

OR Archives	4
AMD Training	4
AMD Premier	4
AMD Preferred	4
Administration - Monitoring and Compliance Group	4
FRG - Consolidation Group	4
Accounts Receivable Sales	4
Accounts Payable 1	3
Enterprise Resource Planning	3
Information Technology	3
MSG - Accounting Group	3
Treasury Dept - Disbursement	2
FRG - Payroll	2
Management Information Group	2
Financial Analyst Group	2
Accounts Payable 2/Recovery Unit	2
White OR	1
Administration - Facility Management and General Services	1

### Most Requested Item

Item	Total Request
ALCOHOL	56
BOND PAPER LONG	51
BOND PAPER SHORT	49
PILOT BX-V5 SIGNPEN BLACK	40
PILOT BX-V5 SIGNPEN BLUE	37
DOUBLE CLIP 3/4"	33
NEWSPRINT SHORT	32
TAPE SCOTCH 1'	31
CORRECTION TAPE REFILL	30

NEWSPRINT LONG	29
STAPLE WIRE BIG	28
DOUBLE CLIP 1	28
CORRECTION TAPE	25
BALLPEN BLACK	25
RUBBER BAND SMALL	25
HP TONER 05A	24
PAPER CLIP BIG	20
DOUBLE CLIP 2	20
PILOT BX-V5 SIGNPEN PURPLE	19
PILOT BX-V5 SIGNPEN GREEN	19
LETTER HEAD	19
FOLDER GREEN	18
BALLPEN BLUE	18
PENTEL PEN BLACK	18
PAPER CLIP SMALL	18
FASTENER PLASTIC	16
NOTEBOOK	15
STAPLER #35	15
STABILO ORANGE	13
ENVELOPE LONG	13
HP INK 704 COLORED	12
STABILO PINK	12
LOGBOOK	12
GLUE	12
EPSON BLACK INK	11
HP INK 704 BLACK	11
STABILO GREEN	11
PENCIL MONGOL	11
PILOT BX-V5 SIGNPEN RED	11

FOLDER LONG	11
STABILO YELLOW	10
STAMP PAD INK BLUE	9
HP TONER 53A	9
LETTER ENVELOPE	9
ENVELOPE SHORT	9
HP TONER 35A	8
STABILO BLUE	8
BALLPEN RED	8
EPSON INK YELLOW	8
ENVELOPE EXPANDED	8
TRANSMITTAL SHEET	7
PILOT BX-V5 SIGNPEN RED	7
SCISSOR	7
EPSON INK CYAN	7
EPSON INK MAGENTA	6
PENTEL PEN BLUE	6
HP TONER 12A	6
CBP BOX	6
PUNCHER	5
TAPE PACKING 2'	5
HP TONER CARTRIDGE 78A	5
TAPE DOUBLE ADHESIVE WITHOUT FOAM	5
FOLDER SHORT	5
CALCULATOR	4
PENTEL PEN WB BLACK	3
HP INK 703 BLACK	3
TAPE DISPENSER BIG	3
HP TONER 125 (CB543A) MAGENTA	2
DVD	2

HP INK 703 TRI-COLOR	2
TAPE DOUBLE ADHESIVE WITH FOAM	2
TRASH CAN	2
CARBON PAPER SHORT	2
HP TONER 125 (CB541A) CYAN	2
PENTEL PEN RED	2
PENTEL PEN WB RED	1
TAPE MASKING	1
DVDR	1
PENTEL PEN WB BLUE	1
CDRW	1
FAX PAPER	1
HP TONER 125 (CB540A) BLACK	1
HP TONER 125 (CB542A) YELLOW	1
HP TONER 36A	1
HP INK 22 TRI-COLOR	1
MEMO PAD	1
HP 678 TRI COLOR INK CARTRIDGE	1
HP INK 21 BLACK	1
HP 678 BLACK INK CARTRIDGE	1