

Summary Report as from Aug 10, 2015 to Sep 10, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	19	7.22%
For Approval	9	3.42%
Approved	8	3.04%
For Release	5	1.9%
Pending	13	4.94%
Item Released	32	12.17%
Close	177	67.3%

Department with Most Closed Request

Department	Total Request
FRG - Gen. Accounting (Subsidiaries)	20
Accounts Receivable Docs	15
AMD Prominent	15
AMD Prestige	11
Accounts Receivable Rental	10
Asset Management Group	9
Accounts Receivable Sales	7
Library	7
FRG - Gen. Accounting (Megaworld)	7
AMD Rentals	5
AMD Training	5
Treasury Dept - Receipt	5
Customer Management Group	5
OR Archives	4

FRG - Consolidation Group	4
AMD Preferred	4
FRG - Accounts Payable (Subsidiaries)	4
AMD Premier	4
Client Relations Group	4
Administration - Monitoring and Compliance Group	4
White OR	3
MSG - Accounting Group	3
Information Technology	3
Accounts Payable 1	3
Enterprise Resource Planning	3
Financial Analyst Group	2
Treasury Dept - Disbursement	2
FRG - Payroll	2
Administration - Materials Control and Fleet Management	2
Management Information Group	2
Administration - Courier, Mailing and Logistics Management	1
Administration - Facility Management and General Services	1
Accounts Payable 2/Recovery Unit	1

Most Requested Item

Item	Total Request
ALCOHOL	59
BOND PAPER LONG	58
BOND PAPER SHORT	56
PILOT BX-V5 SIGNPEN BLACK	44
PILOT BX-V5 SIGNPEN BLUE	42
NEWSPRINT SHORT	37
TAPE SCOTCH 1'	35
STAPLE WIRE BIG	34

DOUBLE CLIP 3/4"	33
CORRECTION TAPE REFILL	32
NEWSPRINT LONG	29
CORRECTION TAPE	29
DOUBLE CLIP 1	28
BALLPEN BLACK	28
HP TONER 05A	27
RUBBER BAND SMALL	26
PENTEL PEN BLACK	24
PILOT BX-V5 SIGNPEN GREEN	21
PAPER CLIP BIG	21
PILOT BX-V5 SIGNPEN PURPLE	20
FOLDER GREEN	20
FASTENER PLASTIC	19
DOUBLE CLIP 2	19
BALLPEN BLUE	19
PAPER CLIP SMALL	19
LETTER HEAD	18
ENVELOPE LONG	16
STAPLER #35	15
NOTEBOOK	14
PENCIL MONGOL	12
ENVELOPE SHORT	12
LOGBOOK	12
STABILO PINK	11
GLUE	11
STABILO ORANGE	11
HP INK 704 COLORED	11
STAMP PAD INK BLUE	10
STABILO GREEN	10

PILOT BX-V5 SIGNPEN RED	10
PILOT BX-V5 SIGNPEN RED	10
EPSON BLACK INK	10
HP INK 704 BLACK	10
FOLDER LONG	10
HP TONER 53A	9
BALLPEN RED	9
STABILO BLUE	8
SCISSOR	8
TAPE PACKING 2'	8
LETTER ENVELOPE	8
PENTEL PEN BLUE	8
HP TONER 35A	7
STABILO YELLOW	7
TRANSMITTAL SHEET	7
EPSON INK YELLOW	7
CBP BOX	7
TAPE DOUBLE ADHESIVE WITHOUT FOAM	6
EPSON INK CYAN	6
ENVELOPE EXPANDED	6
HP TONER 12A	6
EPSON INK MAGENTA	5
HP TONER CARTRIDGE 78A	5
PUNCHER	5
FOLDER SHORT	5
PENTEL PEN RED	4
CALCULATOR	4
HP INK 703 BLACK	3
TAPE DISPENSER BIG	3
PENTEL PEN WB BLACK	3

TAPE DOUBLE ADHESIVE WITH FOAM	3
TRASH CAN	3
HP TONER 125 (CB541A) CYAN	2
HP TONER 125 (CB543A) MAGENTA	2
DVD	2
CARBON PAPER SHORT	2
HP INK 703 TRI-COLOR	2
HP 678 BLACK INK CARTRIDGE	1
HP 678 TRI COLOR INK CARTRIDGE	1
PENTEL PEN WB BLUE	1
PENTEL PEN WB RED	1
FAX PAPER	1
HP TONER 125 (CB542A) YELLOW	1
HP TONER 36A	1
HP TONER 125 (CB540A) BLACK	1
HP INK 22 TRI-COLOR	1
DVDR	1
TAPE MASKING	1
CDRW	1
HP INK 21 BLACK	1