

Summary Report as from Jun 2, 2015 to Jul 2, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	10	9.35%
For Approval	5	4.67%
For Release	20	18.69%
Pending	23	21.5%
Item Released	14	13.08%
Close	35	32.71%

Department with Most Closed Request

Department	Total Request
Accounts Receivable Docs	12
Accounts Receivable Rental	5
Accounts Receivable Sales	5
Administration - Courier, Mailing and Logistics Management	3
Administration - Facility Management and General Services	2
White OR	2
Accounts Payable 2/Recovery Unit	1
Administration - Monitoring and Compliance Group	1
OR Archives	1
Asset Management Group	1
Accounts Payable 1	1
AMD Office of the Vice President	1

Most Requested Item

Item	Total Request
BOND PAPER LONG	22
ALCOHOL	19

HP TONER 85A	17
PILOT BX-V5 SIGNPEN BLUE	12
CORRECTION TAPE REFILL	11
PILOT BX-V5 SIGNPEN BLACK	11
HP TONER 05A	11
BOND PAPER SHORT	10
NEWSPRINT SHORT	8
BALLPEN BLACK	8
PILOT BX-V5 SIGNPEN RED	8
PILOT BX-V5 SIGNPEN GREEN	8
TAPE SCOTCH 1'	8
NEWSPRINT LONG	7
STABILO PINK	7
STAPLE WIRE BIG	7
STABILO ORANGE	6
PILOT BX-V5 SIGNPEN PURPLE	6
CORRECTION TAPE	6
PENCIL MONGOL	6
FOLDER GREEN	5
STAMP PAD INK BLUE	5
DOUBLE CLIP 3/4"	5
DOUBLE CLIP 1"	4
FASTENER PLASTIC	4
MEMO PAD	4
PAPER CLIP SMALL	3
HP TONER 35A	3
PUNCHER	3
ENVELOPE LONG	3
TAPE DISPENSER BIG	3
RUBBER BAND SMALL	3

HP INK 704 COLORED	2
HP INK 704 BLACK	2
LETTER HEAD	2
RUBBER BAND BIG	2
PENTEL PEN BLACK	2
BALLPEN BLUE	2
SCISSOR	2
DOUBLE CLIP 2	2
PENTEL PEN WB BLACK	2
PENTEL PEN WB BLUE	2
RULER	2
TRASH CAN	1
TRANSMITTAL SHEET	1
MAGAZINE FILE	1
TAPE DOUBLE ADHESIVE WITH FOAM	1
PAPER CLIP BIG	1
TAPE PACKING 2'	1
HP TONER 125 CYAN	1
EPSON BLACK INK	1
FOLDER LONG	1
CALCULATOR	1