Summary Report as from May 25, 2015 to Jun 25, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	8	11.76%
For Approval	2	2.94%
For Release	14	20.59%
Pending	16	23.53%
Item Released	10	14.71%
Close	18	26.47%

Department with Most Closed Request

Department	Total Request
Accounts Receivable Docs	6
Accounts Receivable Sales	5
Accounts Receivable Rental	3
Administration - Courier, Mailing and Logistics Management	2
Administration - Facility Management and General Services	1
Administration - Monitoring and Compliance Group	1

Most Requested Item

Item	Total Request
BOND PAPER LONG	14
ALCOHOL	12
HP TONER 85A	9
PILOT BX-V5 SIGNPEN RED	7
PILOT BX-V5 SIGNPEN BLUE	7
BOND PAPER SHORT	6
HP TONER 05A	5
STAMP PAD INK BLUE	5

CORRECTION TAPE REFILL	5
PILOT BX-V5 SIGNPEN GREEN	5
PILOT BX-V5 SIGNPEN BLACK	5
BALLPEN BLACK	4
STABILO ORANGE	4
NEWSPRINT LONG	4
STABILO PINK	4
NEWSPRINT SHORT	4
PILOT BX-V5 SIGNPEN PURPLE	3
PAPER CLIP SMALL	3
HP TONER 35A	3
RUBBER BAND SMALL	3
PENCIL MONGOL	3
FOLDER GREEN	3
FASTENER PLASTIC	3
ENVELOPE LONG	3
TAPE DISPENSER BIG	3
CORRECTION TAPE	3
STAPLE WIRE BIG	3
PENTEL PEN WB BLACK	2
RULER	2
HP INK 704 BLACK	2
HP INK 704 COLORED	2
RUBBER BAND BIG	2
MEMO PAD	2
PENTEL PEN WB BLUE	2
SCISSOR	2
TRANSMITTAL SHEET	1
TAPE SCOTCH 1'	1
LETTER HEAD	1

CALCULATOR	1
EPSON BLACK INK	1
TRASH CAN	1
HP TONER 125 CYAN	1
FOLDER LONG	1
DOUBLE CLIP 1"	1
DOUBLE CLIP 3/4"	1
PUNCHER	1