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

## **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**

ltem	Total Request
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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 A 4  PILOT BX-V5 SIGNPEN RED 4  ENVELOPE EXPANDED 4  STAPLE WIRE BIG 4	BOND PAPER LONG	12
### PTONER 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		
PILOT BX-V5 SIGNPEN BLACK  CORRECTION TAPE REFILL  BOND PAPER SHORT  8 PILOT BX-V5 SIGNPEN BLUE  PAPER CLIP SMALL  FOR TONER 05A  CORRECTION TAPE  PILOT BX-V5 SIGNPEN RED  ENVELOPE EXPANDED  STAPLE WIRE BIG  MEMO PAD  PAPER CLIP BIG  SENVELOPE SHORT  NOTEBOOK  SINCE LONG  BALLPEN BLACK  TAPE SCOTCH 1'  DOUBLE CLIP 3/4  NEWSPRINT LONG  STABILO GREEN  CALCULATOR  RUBBER BAND SMALL  TAPE PACKING 2'  FOLDER LONG  1  8  8  9  CORRECTION TAPE REFILL  9  8  8  8  7  8  8  8  8  8  8  9  7  7  8  8  8  8  8  8  8  8  9  7  8  8  8  8  8  8  8  8  8  8  8  8		
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	HP TONER 85A	9
BOND PAPER SHORT  PILOT BX-V5 SIGNPEN BLUE  7 PAPER CLIP SMALL  5 HP TONER 05A  5 CORRECTION TAPE  PILOT BX-V5 SIGNPEN RED  4 ENVELOPE EXPANDED  4 ENVELOPE EXPANDED  4  BAMBO PAD  4 PAPER CLIP BIG  5 ENVELOPE SHORT  3 ENVELOPE SHORT  3 BALLPEN BLACK  4 TAPE SCOTCH 1'  3 DOUBLE CLIP 3/4  NEWSPRINT LONG  STABILO GREEN  CALCULATOR  RUBBER BAND SMALL  TAPE PACKING 2' FOLDER LONG  2 FOLDER LONG	PILOT BX-V5 SIGNPEN BLACK	9
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	CORRECTION TAPE REFILL	9
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	BOND PAPER SHORT	8
### TONER 05A	PILOT BX-V5 SIGNPEN BLUE	7
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	PAPER CLIP SMALL	5
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	HP TONER 05A	5
ENVELOPE EXPANDED  \$TAPLE WIRE BIG  MEMO PAD  PAPER CLIP BIG  ENVELOPE SHORT  3  ENVELOPE SHORT  3  ENVELOPE LONG  3  ENVELOPE LONG  3  BALLPEN BLACK  3  TAPE SCOTCH 1'  3  DOUBLE CLIP 3/4  2  NEWSPRINT LONG  \$TABILO GREEN  DVD-RW  FOLDER GREEN  CALCULATOR  RUBBER BAND SMALL  TAPE PACKING 2'  FOLDER LONG  2  FOLDER LONG	CORRECTION TAPE	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	PILOT BX-V5 SIGNPEN RED	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	ENVELOPE EXPANDED	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	STAPLE WIRE BIG	4
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	MEMO PAD	4
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	PAPER CLIP BIG	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	ENVELOPE SHORT	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	NOTEBOOK	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	ENVELOPE LONG	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 BLACK	3
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	TAPE SCOTCH 1'	3
STABILO GREEN  DVD-RW  FOLDER GREEN  CALCULATOR  RUBBER BAND SMALL  TAPE PACKING 2'  FOLDER LONG  2  2  2  2  2  2  2  2  2  2  2	DOUBLE CLIP 3/4	2
DVD-RW  FOLDER GREEN  CALCULATOR  RUBBER BAND SMALL  TAPE PACKING 2'  FOLDER LONG  2	NEWSPRINT LONG	2
FOLDER GREEN  CALCULATOR  RUBBER BAND SMALL  TAPE PACKING 2'  FOLDER LONG  2  2  2  2  2  2  2  2  2  2  2  2  2	STABILO GREEN	2
CALCULATOR 2  RUBBER BAND SMALL 2  TAPE PACKING 2' 2  FOLDER LONG 2	DVD-RW	2
RUBBER BAND SMALL 2 TAPE PACKING 2' 2 FOLDER LONG 2	FOLDER GREEN	2
TAPE PACKING 2' 2 FOLDER LONG 2	CALCULATOR	2
FOLDER LONG 2	RUBBER BAND SMALL	2
	TAPE PACKING 2'	2
BALLPEN RED 1	FOLDER LONG	2
II .	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