Summary Report as from Jul 1, 2017 to Jul 31, 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