

Summary Report as from Mar 17, 2018 to Apr 17, 2018

Status Updates

Status	Total Request	Percentage
Cancelled	22	4.12%
For Approval	23	4.31%
Approved	42	7.87%
For Release	78	14.61%
Pending	4	0.75%
Item Released	87	16.29%
Admin Declined	13	2.43%
Declined	1	0.19%
Closed	264	49.44%

Department with Most Closed Request

Department	Total Request
Contracts	19
Human Resources	19
Administration	17
Accounts Receivable Sales	16
Accounts Receivable Docs	14
FRG - Gen. Accounting (Subsidiaries)	13
Audit	11
Marketing 5	11
MSG - Accounting Group	10
Construction Management Department(SITE)	9
AMD Prestige 1	8
Asset Management Group	7

Quality Control Management	7
Client Relations Group	5
Accounts Receivable Rental	5
Accounts Payable 1	5
FRG - Estate Management Group	5
FRG - Gen. Accounting (Megaworld)	5
Corporate Communication	5
Corporate Social Responsibility	4
Corporate Advisory and Compliance Division	4
Architecture & Planning Department	4
Special Project Department	4
Marketing 4	4
Management Analyst Group	4
Management Analyst Group	3
Operation - The Cambridge Village Site	3
ProCom - Support Service & PDS	3
Prime RFO	3
Business Development and Leasing Group	3
FRG - Consolidation Group	3
Library	2
Executive - Land Banking	2
Customer Management Group	2
Accounts Payable 2/Recovery Unit	2
AMD Rentals	2
AMD Preferred	2
ProCom - Billing	2
Treasury Dept - Receipt	2
Post-Construction Supervision and Implementation Group	2
Marketing 1	2
OCOO - Strategic Planning	2

OCOO - STRATEGIC PROJECT DEVELOPMENT	1
White OR	1
Treasury Dept - Disbursement	1
AMD Training	1
Compliance	1
Design Review & Coordination	1
FRG - Accounts Payable (Subsidiaries)	1
Information Systems Management	1
FRG - Payroll	1

Most Requested Item

Item	Total Request
BOND PAPER SHORT	107
BOND PAPER LONG	93
ALCOHOL	88
HP TONER 85A	78
TAPE SCOTCH 1'	76
CORRECTION TAPE REFILL	75
NEWSPRINT SHORT	63
PILOT BX-V5 SIGNPEN BLACK	56
PILOT BX-V5 SIGNPEN BLUE	55
CORRECTION TAPE	47
NEWSPRINT LONG	47
FOLDER GREEN	44
MEMO PAD	42
PAPER CLIP SMALL	42
ENVELOPE EXPANDED	39
ENVELOPE SHORT	39
ENVELOPE LONG	38
STAPLE WIRE BIG	38

FASTENER PLASTIC	35
FOLDER LONG	35
DOUBLE CLIP 1	31
DOUBLE CLIP 2	30
PAPER CLIP BIG	29
EPSON BLACK INK T6641	29
STAPLER #35	28
HP TONER 05A	28
BALLPEN BLACK	27
DOUBLE CLIP 3/4	26
PILOT BX-V5 SIGNPEN RED	25
BALLPEN BLUE	24
PILOT BX-V5 SIGNPEN GREEN	23
PENCIL MONGOL	23
PENTEL PEN BLACK	22
STABILO YELLOW	22
CALCULATOR	21
TRANSMITTAL SHEET	20
STABILO BLUE	20
LETTER HEAD	19
STABILO PINK	18
LOG BOOK	17
STABILO GREEN	17
LOGBOOK	17
EPSON INK MAGENTA T6643	16
RUBBER BAND BIG	16
PILOT BX-V5 SIGNPEN PURPLE	16
RULER	16
EPSON INK CYAN T6642	15
EPSON INK YELLOW T6644	15

GLUE	15
BOND PAPER A4-70 GSM	14
STABILO ORANGE	14
LETTER ENVELOPE	14
HP INK 933XL CYAN	13
TAPE PACKING 2'	13
HP TONER 35A	12
PENTEL PEN BLUE	12
TAPE MASKING 1	12
HP INK 933XL MAGENTA	12
HP INK 932XL BLACK	12
RUBBER BAND SMALL	11
FOLDER SHORT	11
HP INK 933XL YELLOW	10
DVD-RW	9
Stamp Pad Ink - Black	9
HP INK 704 BLACK	9
BALLPEN RED	9
PENTEL PEN RED	9
HP INK 704 COLORED	9
OPTICAL MOUSE	6
Stamp Pad Ink	6
HP TONER 12A	6
CARBON PAPER LONG	5
HP 678 BLACK INK CARTRIDGE	5
STABILO VIOLET	5
PILOT BX-V5 SIGNPEN RED	5
PENTEL PEN WB RED	4
TAPE DISPENSER BIG	4
A4TECH KEYBOARD	4

HP 678 TRI COLOR INK CARTRIDGE	3
CD-R	3
CARBON PAPER SHORT	3
EPSON S015632 RIBBON LX310	3
DVDR	3
CDRW	2
BATTERY AAA	2
HP INK 60 BLACK	2
HP TONER 80A	2
HP INK 21 BLACK	2
HP TONER 36A	1
EPSON 8750 RIBBON BLACK	1
HP INK 60 TRI COLORED	1
PUNCHER	1
HP TONER 53A	1
HP INK 22 TRI-COLOR	1