

## Summary Report as from Jul 10, 2015 to Aug 10, 2015

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### Status Updates

Status	Total Request	Percentage
Cancelled	13	5.44%
For Approval	8	3.35%
Approved	14	5.86%
For Release	5	2.09%
Pending	14	5.86%
Item Released	35	14.64%
Close	150	62.76%

### Department with Most Closed Request

Department	Total Request
Accounts Receivable Docs	17
FRG - Gen. Accounting (Megaworld)	11
AMD Prestige	11
Treasury Dept - Receipt	10
FRG - Payroll	9
AMD Prominent	8
Accounts Receivable Sales	8
Accounts Receivable Rental	8
FRG - Gen. Accounting (Subsidiaries)	8
Asset Management Group	7
AMD Preferred	6
FRG - Accounts Payable (Subsidiaries)	6
Accounts Payable 2/Recovery Unit	5
Customer Management Group	5

Treasury Dept - Disbursement	4
Accounts Payable 1	4
Administration - Materials Control and Fleet Management	4
OR Archives	3
Client Relations Group	3
Enterprise Resource Planning	2
MSG - Accounting Group	2
Information Technology	2
Administration - Monitoring and Compliance Group	2
White OR	1
Office of the Controller	1
Administration - Courier, Mailing and Logistics Management	1
Administration - Facility Management and General Services	1
AMD Premier	1

### Most Requested Item

Item	Total Request
ALCOHOL	78
HP TONER 85A	71
BOND PAPER LONG	59
BOND PAPER SHORT	58
PILOT BX-V5 SIGNPEN BLACK	51
TAPE SCOTCH 1'	47
PILOT BX-V5 SIGNPEN BLUE	40
BALLPEN BLACK	38
STAPLE WIRE BIG	37
NEWSPRINT SHORT	36
CORRECTION TAPE REFILL	36
HP TONER 05A	29
NEWSPRINT LONG	28

FOLDER GREEN	28
DOUBLE CLIP 3/4"	27
PILOT BX-V5 SIGNPEN PURPLE	26
PILOT BX-V5 SIGNPEN RED	26
PILOT BX-V5 SIGNPEN GREEN	25
CORRECTION TAPE	23
BALLPEN BLUE	22
PENCIL MONGOL	20
FASTENER PLASTIC	19
PENTEL PEN BLACK	19
DOUBLE CLIP 1	18
RUBBER BAND SMALL	18
PAPER CLIP BIG	17
ENVELOPE LONG	16
FOLDER LONG	14
ENVELOPE SHORT	13
BALLPEN RED	13
LETTER HEAD	13
HP TONER 53A	11
CBP BOX	10
TAPE PACKING 2'	10
HP INK 704 BLACK	9
HP INK 704 COLORED	8
MAGAZINE FILE	8
FOLDER SHORT	8
HP TONER 12A	7
TRANSMITTAL SHEET	7
SCISSOR	6
PUNCHER	6
EPSON BLACK INK	6

HP TONER 35A	6
LETTER ENVELOPE	5
PENTEL PEN BLUE	5
CALCULATOR	5
PENTEL PEN WB BLACK	5
PENTEL PEN RED	3
TRASH CAN	3
DVDR	3
CARBON PAPER SHORT	3
EPSON INK MAGENTA	3
EPSON INK CYAN	3
EPSON INK YELLOW	3
HP INK 21 BLACK	2
HP TONER CARTRIDGE 78A	2
HP INK 22 TRI-COLOR	2
PENTEL PEN WB BLUE	2
TAPE DOUBLE ADHESIVE WITHOUT FOAM	2
STAMP PAD INK BLUE	2
PENTEL PEN WB RED	2
TAPE DISPENSER BIG	2
TAPE DOUBLE ADHESIVE WITH FOAM	1
DVD	1
CARBON PAPER LONG	1
BATTERY AAA	1
FAX PAPER	1
STAPLER #35	1
HP TONER 36A	1
HP TONER 125 CYAN	1