

Summary Report as from May 22, 2015 to Jun 22, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	3	8.57%
For Approval	4	11.43%
Approved	2	5.71%
For Release	6	17.14%
Pending	6	17.14%
Item Released	5	14.29%
Close	9	25.71%

Department with Most Closed Request

Department	Total Request
Accounts Receivable Rental	3
Accounts Receivable Sales	2
Accounts Receivable Docs	2
Administration - Facility Management and General Services	1
Administration - Monitoring and Compliance Group	1

Most Requested Item

Item	Total Request
BOND PAPER LONG	7
ALCOHOL	5
HP TONER 85A	5
BOND PAPER SHORT	3
PILOT BX-V5 SIGNPEN BLACK	3
PILOT BX-V5 SIGNPEN RED	3
PILOT BX-V5 SIGNPEN BLUE	3
NEWSPRINT SHORT	2

FASTENER PLASTIC	2
PILOT BX-V5 SIGNPEN GREEN	2
NEWSPRINT LONG	2
HP TONER 05A	2
HP TONER 35A	2
BALLPEN BLACK	2
ENVELOPE LONG	2
FOLDER GREEN	2
CORRECTION TAPE	2
STAMP PAD INK BLUE	1
HP INK 704 BLACK	1
STABILO PINK	1
PENCIL MONGOL	1
STABILO ORANGE	1
TAPE DISPENSER BIG	1
MEMO PAD	1
PILOT BX-V5 SIGNPEN PURPLE	1
EPSON BLACK INK	1
RUBBER BAND SMALL	1
RULER	1
RUBBER BAND BIG	1
PAPER CLIP SMALL	1
HP INK 704 COLORED	1
CORRECTION TAPE REFILL	1