

Summary Report as from Oct 13, 2014 to Nov 13, 2014

Status Updates

Status	Total Request	Percentage
For Approval	1	2.94%
Approved	10	29.41%
For Release	4	11.76%
Pending	8	23.53%
Item Release	3	8.82%
Admin Reject	6	17.65%
Close	2	5.88%

Department with Most Closed Request

Department	Total Request
Information Technology	2

Most Requested Item

Item	Total Request
Scotch Tape	2
Staedtler Eraser	1
Lucky Me Instant Noodles	1
Telephone	1
A2 Bond Paper	1
Watercolor	1
Pilot Ballpen	1