

Summary Report as from Nov 18, 2015 to Dec 18, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	11	5.39%
For Approval	5	2.45%
Approved	3	1.47%
For Release	83	40.69%
Pending	17	8.33%
Item Released	9	4.41%
Reject	1	0.49%
Close	75	36.76%

Department with Most Closed Request

Department	Total Request
Accounts Receivable Docs	14
AMD Prestige	10
FRG - Gen. Accounting (Subsidiaries)	5
Accounts Receivable Sales	4
Accounts Payable 1	4
Treasury Dept - Receipt	4
Administration - Courier, Mailing and Logistics Management	3
OR Archives	3
FRG - Payroll	3
Asset Management Group	3
AMD Rentals	2
MSG - Accounting Group	2
Accounts Payable 2/Recovery Unit	2

Accounts Receivable Rental	2
FRG - Consolidation Group	2
FRG - Accounts Payable (Subsidiaries)	2
Administration - Materials Control and Fleet Management	1
Customer Management Group	1
Management Information Group	1
Administration - Monitoring and Compliance Group	1
AMD Premier	1
White OR	1
Information Technology	1
Library	1
AMD Preferred	1
Treasury Dept - Disbursement	1

Most Requested Item

Item	Total Request
HP TONER 85A	23
BOND PAPER LONG	23
BOND PAPER SHORT	23
ALCOHOL	21
BALLPEN BLACK	17
STAPLE WIRE BIG	16
PILOT BX-V5 SIGNPEN BLACK	16
NEWSPRINT LONG	15
NEWSPRINT SHORT	15
PILOT BX-V5 SIGNPEN BLUE	14
PILOT BX-V5 SIGNPEN GREEN	14
CORRECTION TAPE	13
HP TONER 05A	13
MEMO PAD	10

DOUBLE CLIP 1	10
PENTEL PEN BLACK	10
STAPLER #35	10
ENVELOPE LONG	10
DOUBLE CLIP 3/4	9
PILOT BX-V5 SIGNPEN PURPLE	9
FOLDER GREEN	8
PILOT BX-V5 SIGNPEN RED	8
FASTENER PLASTIC	8
SCISSOR	8
PAPER CLIP SMALL	8
BALLPEN BLUE	8
STABILO PINK	7
DOUBLE CLIP 2	7
PAPER CLIP BIG	7
LOG BOOK	7
PENTEL PEN WB BLACK	7
TRASH CAN	7
CALCULATOR	6
BALLPEN RED	6
RUBBER BAND SMALL	6
STABILO ORANGE	6
STABILO YELLOW	6
PENCIL MONGOL	6
ENVELOPE SHORT	6
NOTEBOOK	5
STABILO GREEN	5
CORRECTION TAPE REFILL	5
FOLDER LONG	4
GLUE	4

STABILO BLUE	4
RULER	4
FOLDER SHORT	3
EPSON BLACK INK T6641	3
TAPE DISPENSER BIG	3
PUNCHER	3
PENTEL PEN WB BLUE	3
HP TONER 80A	2
A4TECH KEYBOARD	2
TAPE DOUBLE ADHESIVE WITHOUT FOAM	2
HP TONER 12A	2
ENVELOPE EXPANDED	2
STAMP PAD INK BLUE	2
PENTEL PEN WB RED	2
TAPE MASKING	1
HP INK 21 BLACK	1
HP TONER 53A	1
HP TONER CARTRIDGE 78A	1
LETTER ENVELOPE	1
TAPE MASKING 1"	1
LOGBOOK	1
CARBON PAPER LONG	1
CBP BOX	1
RUBBER BAND BIG	1
PENTEL PEN BLUE	1
PENTEL PEN RED	1
HP INK 22 TRI-COLOR	1
EPSON S015632 RIBBON LX310	1
HP INK 704 COLORED	1
TAPE DOUBLE ADHESIVE WITH FOAM	1

HP INK 704 BLACK	1
------------------	---