

Summary Report as from Mar 13, 2016 to Apr 13, 2016

Status Updates

Status	Total Request	Percentage
Cancelled	5	2.82%
For Approval	10	5.65%
Approved	40	22.6%
For Release	88	49.72%
Pending	15	8.47%
Item Released	3	1.69%
Reject	1	0.56%
Close	15	8.47%

Department with Most Closed Request

Department	Total Request
Accounts Receivable Docs	4
AMD Prominent	2
Administration - Monitoring and Compliance Group	2
FRG - Gen. Accounting (Megaworld)	2
Financial Analyst Group	1
AMD Preferred	1
AMD Rentals	1
Information Technology	1
Treasury Dept - Disbursement	1

Most Requested Item

Item	Total Request
BOND PAPER LONG	8

BOND PAPER SHORT	5
HP TONER 05A	5
NOTEBOOK	3
PILOT BX-V5 SIGNPEN BLACK	2
PILOT BX-V5 SIGNPEN BLUE	2
CALCULATOR	2
MEMO PAD	2
A4TECH KEYBOARD	1
HP TONER 12A	1
PILOT BX-V5 SIGNPEN GREEN	1
PILOT BX-V5 SIGNPEN PURPLE	1
PAPER CLIP SMALL	1
HP TONER CARTRIDGE 78A	1
LOG BOOK	1
EPSON BLACK INK T6641	1
NEWSPRINT LONG	1
NEWSPRINT SHORT	1
PAPER CLIP BIG	1
EPSON S015632 RIBBON LX310	1
DOUBLE CLIP 2	1
TRANSMITTAL SHEET	1
CARBON PAPER LONG	1
CORRECTION TAPE REFILL	1
TAPE PACKING 2'	1
STAPLE WIRE BIG	1