

Summary Report as from Jun 3, 2016 to Jul 2, 2016

Status Updates

| Status | Total Request | Percentage |
|---------------|---------------|------------|
| Cancelled | 12 | 5.06% |
| For Approval | 14 | 5.91% |
| Approved | 4 | 1.69% |
| For Release | 71 | 29.96% |
| Pending | 15 | 6.33% |
| Item Released | 15 | 6.33% |
| Reject | 2 | 0.84% |
| Close | 104 | 43.88% |

Department with Most Closed Request

| Department | Total Request |
|---------------------------------------|---------------|
| Accounts Receivable Docs | 17 |
| FRG - Gen. Accounting (Megaworld) | 14 |
| Customer Management Group | 8 |
| AMD Prestige 1 | 7 |
| FRG - Gen. Accounting (Subsidiaries) | 7 |
| AMD Prominent | 6 |
| Accounts Receivable Rental | 5 |
| FRG - Accounts Payable (Subsidiaries) | 5 |
| Accounts Receivable Sales | 4 |
| AMD Preferred | 4 |
| Accounts Payable 1 | 4 |
| OR Archives | 4 |
| Asset Management Group | 3 |

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| FRG - Payroll | 3 |
| Accounts Payable 2/Recovery Unit | 3 |
| Financial Analyst Group | 3 |
| Administration | 2 |
| MSG - Accounting Group | 2 |
| Treasury Dept - Disbursement | 1 |
| Treasury Dept - Receipt | 1 |
| FRG - Consolidation Group | 1 |

Most Requested Item

| Item | Total Request |
|---------------------------|---------------|
| ALCOHOL | 35 |
| PILOT BX-V5 SIGNPEN BLACK | 27 |
| BOND PAPER LONG | 26 |
| HP TONER 85A | 25 |
| PILOT BX-V5 SIGNPEN BLUE | 25 |
| BOND PAPER SHORT | 22 |
| HP TONER 05A | 21 |
| CORRECTION TAPE REFILL | 20 |
| NEWSPRINT SHORT | 13 |
| STAPLE WIRE BIG | 13 |
| NEWSPRINT LONG | 12 |
| PILOT BX-V5 SIGNPEN RED | 12 |
| MEMO PAD | 10 |
| PENCIL MONGOL | 9 |
| NOTEBOOK | 8 |
| PENTEL PEN WB BLACK | 7 |
| LOG BOOK | 7 |
| TAPE PACKING 2' | 7 |
| STABILO YELLOW | 7 |

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|---------------------------|---|
| DOUBLE CLIP 2 | 7 |
| STAMP PAD INK BLUE | 6 |
| STABILO BLUE | 6 |
| FASTENER PLASTIC | 6 |
| STABILO PINK | 6 |
| ENVELOPE EXPANDED | 6 |
| RULER | 6 |
| BALLPEN RED | 6 |
| HP TONER 35A | 5 |
| RUBBER BAND SMALL | 5 |
| SCISSOR | 5 |
| STABILO ORANGE | 5 |
| STABILO GREEN | 5 |
| STAPLER #35 | 5 |
| ENVELOPE LONG | 4 |
| HP TONER 12A | 4 |
| PILOT BX-V5 SIGNPEN GREEN | 4 |
| LETTER ENVELOPE | 4 |
| LETTER HEAD | 4 |
| GLUE | 4 |
| TAPE SCOTCH 1' | 3 |
| TRANSMITTAL SHEET | 3 |
| PAPER CLIP SMALL | 3 |
| TAPE MASKING 1" | 3 |
| OPTICAL MOUSE | 3 |
| ENVELOPE SHORT | 3 |
| HP INK 704 BLACK | 3 |
| HP INK 704 COLORED | 3 |
| FOLDER SHORT | 3 |
| PUNCHER | 3 |

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|----------------------------|---|
| EPSON INK YELLOW T6644 | 2 |
| EPSON INK CYAN T6642 | 2 |
| HP TONER CARTRIDGE 78A | 2 |
| CORRECTION TAPE | 2 |
| HP TONER 80A | 2 |
| PAPER CLIP BIG | 2 |
| PENTEL PEN BLACK | 2 |
| PENTEL PEN WB BLUE | 2 |
| PENTEL PEN WB RED | 2 |
| TAPE DISPENSER BIG | 2 |
| PILOT BX-V5 SIGNPEN PURPLE | 2 |
| EPSON INK MAGENTA T6643 | 2 |
| FOLDER LONG | 1 |
| DOUBLE CLIP 1 | 1 |
| HP 678 BLACK INK CARTRIDGE | 1 |
| TRASH CAN | 1 |
| EPSON S015632 RIBBON LX310 | 1 |
| HP TONER 53A | 1 |
| A4TECH KEYBOARD | 1 |