

## Summary Report as from Jan 1, 2016 to Feb 18, 2016

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### Status Updates

| Status        | Total Request | Percentage |
|---------------|---------------|------------|
| Cancelled     | 14            | 3.1%       |
| For Approval  | 11            | 2.44%      |
| Approved      | 12            | 2.66%      |
| For Release   | 175           | 38.8%      |
| Pending       | 9             | 2%         |
| Item Released | 13            | 2.88%      |
| Close         | 217           | 48.12%     |

### Department with Most Closed Request

| Department                            | Total Request |
|---------------------------------------|---------------|
| FRG - Gen. Accounting (Subsidiaries)  | 41            |
| FRG - Gen. Accounting (Megaworld)     | 18            |
| Accounts Receivable Docs              | 17            |
| Treasury Dept - Receipt               | 16            |
| AMD Prestige                          | 16            |
| FRG - Accounts Payable (Subsidiaries) | 14            |
| AMD Prominent                         | 11            |
| FRG - Payroll                         | 9             |
| Accounts Receivable Rental            | 8             |
| Customer Management Group             | 7             |
| Accounts Receivable Sales             | 7             |
| AMD Preferred                         | 5             |
| Asset Management Group                | 5             |
| Information Technology                | 4             |

|                                                            |   |
|------------------------------------------------------------|---|
| AMD Premier                                                | 4 |
| OR Archives                                                | 4 |
| Accounts Payable 1                                         | 4 |
| Administration - Monitoring and Compliance Group           | 4 |
| Library                                                    | 3 |
| Treasury Dept - Disbursement                               | 3 |
| Accounts Payable 2/Recovery Unit                           | 2 |
| Administration - Courier, Mailing and Logistics Management | 2 |
| Administration - Facility Management and General Services  | 2 |
| MSG - Accounting Group                                     | 2 |
| Enterprise Resource Planning                               | 2 |
| AMD Rentals                                                | 2 |
| FRG - Consolidation Group                                  | 2 |
| Management Information Group                               | 2 |
| Financial Analyst Group                                    | 1 |

### Most Requested Item

| Item                      | Total Request |
|---------------------------|---------------|
| ALCOHOL                   | 70            |
| HP TONER 85A              | 65            |
| BOND PAPER LONG           | 64            |
| BOND PAPER SHORT          | 63            |
| NEWSPRINT SHORT           | 53            |
| PILOT BX-V5 SIGNPEN BLACK | 47            |
| HP TONER 05A              | 33            |
| PILOT BX-V5 SIGNPEN BLUE  | 33            |
| STAPLE WIRE BIG           | 32            |
| FOLDER GREEN              | 31            |
| NEWSPRINT LONG            | 30            |
| PAPER CLIP SMALL          | 30            |

|                            |    |
|----------------------------|----|
| TAPE SCOTCH 1'             | 27 |
| PILOT BX-V5 SIGNPEN GREEN  | 27 |
| ENVELOPE LONG              | 26 |
| DOUBLE CLIP 1              | 25 |
| CORRECTION TAPE REFILL     | 24 |
| PAPER CLIP BIG             | 24 |
| BALLPEN BLACK              | 23 |
| STABILO YELLOW             | 22 |
| ENVELOPE EXPANDED          | 22 |
| DOUBLE CLIP 2              | 21 |
| PILOT BX-V5 SIGNPEN PURPLE | 21 |
| PENTEL PEN BLACK           | 19 |
| FASTENER PLASTIC           | 19 |
| STABILO PINK               | 19 |
| FOLDER LONG                | 19 |
| ENVELOPE SHORT             | 19 |
| DOUBLE CLIP 3/4            | 19 |
| PILOT BX-V5 SIGNPEN RED    | 18 |
| MAGAZINE FILE              | 16 |
| RUBBER BAND SMALL          | 16 |
| MEMO PAD                   | 15 |
| BALLPEN BLUE               | 13 |
| TAPE PACKING 2'            | 12 |
| STABILO GREEN              | 12 |
| STABILO ORANGE             | 11 |
| EPSON BLACK INK T6641      | 11 |
| STAPLER #35                | 10 |
| STABILO BLUE               | 10 |
| NOTEBOOK                   | 10 |
| GLUE                       | 10 |

|                         |    |
|-------------------------|----|
| CORRECTION TAPE         | 10 |
| PENCIL MONGOL           | 10 |
| HP INK 704 COLORED      | 9  |
| HP INK 704 BLACK        | 9  |
| LOG BOOK                | 8  |
| PENTEL PEN BLUE         | 8  |
| SCISSOR                 | 8  |
| TAPE MASKING 1"         | 7  |
| TRANSMITTAL SHEET       | 7  |
| CALCULATOR              | 7  |
| TAPE DISPENSER BIG      | 7  |
| BALLPEN RED             | 6  |
| RULER                   | 6  |
| LETTER ENVELOPE         | 6  |
| RUBBER BAND BIG         | 5  |
| FOLDER SHORT            | 5  |
| HP TONER 12A            | 5  |
| STAMP PAD INK BLUE      | 5  |
| CD-R                    | 4  |
| EPSON INK YELLOW T6644  | 4  |
| TAPE MASKING            | 4  |
| PENTEL PEN RED          | 4  |
| PENTEL PEN WB BLACK     | 4  |
| HP TONER 35A            | 4  |
| DVDR                    | 4  |
| EPSON INK CYAN T6642    | 4  |
| EPSON INK MAGENTA T6643 | 4  |
| PUNCHER                 | 4  |
| PENTEL PEN WB BLUE      | 3  |
| CARBON PAPER SHORT      | 3  |

|                                   |   |
|-----------------------------------|---|
| TAPE DOUBLE ADHESIVE WITHOUT FOAM | 3 |
| OPTICAL MOUSE                     | 2 |
| TAPE DOUBLE ADHESIVE WITH FOAM    | 2 |
| HP TONER CARTRIDGE 78A            | 2 |
| TRASH CAN                         | 2 |
| HP INK 22 TRI-COLOR               | 2 |
| HP INK 21 BLACK                   | 2 |
| HP TONER 53A                      | 2 |
| PENTEL PEN WB RED                 | 1 |
| DVD                               | 1 |
| CARBON PAPER LONG                 | 1 |
| HP TONER 80A                      | 1 |
| EPSON S015632 RIBBON LX310        | 1 |
| HP 678 BLACK INK CARTRIDGE        | 1 |
| HP INK 60 BLACK                   | 1 |
| A4TECH KEYBOARD                   | 1 |
| HP 678 TRI COLOR INK CARTRIDGE    | 1 |
| HP INK 60 TRI COLORED             | 1 |