

## Summary Report as from May 30, 2015 to Jun 30, 2015

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### Status Updates

Status	Total Request	Percentage
Cancelled	8	8.33%
For Approval	4	4.17%
Approved	1	1.04%
For Release	14	14.58%
Pending	24	25%
Item Released	16	16.67%
Close	29	30.21%

### Department with Most Closed Request

Department	Total Request
Accounts Receivable Docs	8
Accounts Receivable Sales	5
Accounts Receivable Rental	3
Administration - Courier, Mailing and Logistics Management	3
Administration - Facility Management and General Services	2
White OR	2
AMD Office of the Vice President	1
Accounts Payable 2/Recovery Unit	1
Administration - Monitoring and Compliance Group	1
OR Archives	1
Asset Management Group	1
Accounts Payable 1	1

### Most Requested Item

Item	Total Request
BOND PAPER LONG	20

ALCOHOL	18
HP TONER 85A	16
PILOT BX-V5 SIGNPEN BLUE	12
PILOT BX-V5 SIGNPEN BLACK	11
CORRECTION TAPE REFILL	11
BOND PAPER SHORT	9
HP TONER 05A	9
NEWSPRINT SHORT	8
BALLPEN BLACK	8
PILOT BX-V5 SIGNPEN GREEN	8
PILOT BX-V5 SIGNPEN RED	8
STABILO PINK	7
NEWSPRINT LONG	7
TAPE SCOTCH 1'	7
STABILO ORANGE	6
PILOT BX-V5 SIGNPEN PURPLE	6
STAPLE WIRE BIG	6
CORRECTION TAPE	6
FOLDER GREEN	5
PENCIL MONGOL	5
STAMP PAD INK BLUE	5
FASTENER PLASTIC	4
MEMO PAD	4
DOUBLE CLIP 3/4"	4
DOUBLE CLIP 1"	4
PAPER CLIP SMALL	3
HP TONER 35A	3
RUBBER BAND SMALL	3
ENVELOPE LONG	3
TAPE DISPENSER BIG	3

HP INK 704 COLORED	2
PUNCHER	2
LETTER HEAD	2
BALLPEN BLUE	2
DOUBLE CLIP 2	2
HP INK 704 BLACK	2
SCISSOR	2
RULER	2
RUBBER BAND BIG	2
PENTEL PEN WB BLUE	2
PENTEL PEN BLACK	2
PENTEL PEN WB BLACK	2
TRANSMITTAL SHEET	1
TRASH CAN	1
TAPE PACKING 2'	1
TAPE DOUBLE ADHESIVE WITH FOAM	1
MAGAZINE FILE	1
HP TONER 125 CYAN	1
EPSON BLACK INK	1
FOLDER LONG	1
CALCULATOR	1