

Summary Report as from Oct 27, 2015 to Nov 27, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	10	4.08%
For Approval	15	6.12%
Approved	5	2.04%
For Release	17	6.94%
Pending	17	6.94%
Item Released	38	15.51%
Close	143	58.37%

Department with Most Closed Request

Department	Total Request
FRG - Gen. Accounting (Subsidiaries)	20
AMD Prominent	14
Accounts Receivable Docs	13
AMD Prestige	13
Treasury Dept - Receipt	8
FRG - Gen. Accounting (Megaworld)	6
Administration - Materials Control and Fleet Management	6
FRG - Accounts Payable (Subsidiaries)	6
Accounts Receivable Rental	6
Library	4
Accounts Payable 2/Recovery Unit	4
AMD Rentals	4
Accounts Receivable Sales	4
FRG - Payroll	3

OR Archives	3
Client Relations Group	3
MSG - Accounting Group	3
FRG - Consolidation Group	2
Customer Management Group	2
Asset Management Group	2
Management Information Group	2
AMD Preferred	2
Financial Analyst Group	2
Administration - Courier, Mailing and Logistics Management	2
Information Technology	2
Accounts Payable 1	1
White OR	1
Administration - Monitoring and Compliance Group	1
AMD Premier	1
Administration - Facility Management and General Services	1
Treasury Dept - Disbursement	1
AMD Training	1

Most Requested Item

Item	Total Request
HP TONER 85A	52
BOND PAPER SHORT	50
ALCOHOL	49
BOND PAPER LONG	47
PILOT BX-V5 SIGNPEN BLACK	41
TAPE SCOTCH 1'	39
NEWSPRINT SHORT	39
BALLPEN BLACK	33
PILOT BX-V5 SIGNPEN BLUE	32

STAPLE WIRE BIG	32
ENVELOPE LONG	26
NEWSPRINT LONG	24
PAPER CLIP SMALL	23
PILOT BX-V5 SIGNPEN GREEN	23
FASTENER PLASTIC	22
MEMO PAD	22
DOUBLE CLIP 1	20
TAPE PACKING 2'	20
STAPLER #35	18
HP TONER 05A	18
PILOT BX-V5 SIGNPEN PURPLE	17
PAPER CLIP BIG	17
DOUBLE CLIP 3/4	17
BALLPEN BLUE	16
CORRECTION TAPE	16
STABILO YELLOW	15
ENVELOPE SHORT	15
DOUBLE CLIP 2	15
STABILO ORANGE	14
PILOT BX-V5 SIGNPEN RED	14
PENTEL PEN BLACK	13
PENTEL PEN WB BLACK	13
LETTER HEAD	13
CORRECTION TAPE REFILL	12
SCISSOR	12
LOG BOOK	12
BALLPEN RED	12
PENCIL MONGOL	12
STABILO GREEN	11

RUBBER BAND SMALL	10
STABILO BLUE	10
STABILO PINK	9
FOLDER SHORT	9
CALCULATOR	9
NOTEBOOK	9
TRASH CAN	9
ENVELOPE EXPANDED	8
FOLDER LONG	8
PILOT BX-V5 SIGNPEN RED	8
GLUE	8
NOTEBOOK	7
EPSON BLACK INK T6641	6
TAPE DOUBLE ADHESIVE WITHOUT FOAM	6
PUNCHER	5
TAPE DISPENSER BIG	5
PENTEL PEN WB BLUE	5
HP TONER 12A	4
TAPE DOUBLE ADHESIVE WITH FOAM	3
TAPE MASKING 1"	3
TAPE MASKING	3
A4TECH KEYBOARD	3
RULER	3
HP TONER CARTRIDGE 78A	2
BATTERY AA	2
LETTER ENVELOPE	2
LOGBOOK	2
EPSON S015632 RIBBON LX310	2
PENTEL PEN WB RED	2
STAMP PAD INK BLUE	2

HP TONER 53A	2
OPTICAL MOUSE	1
HP INK 22 TRI-COLOR	1
FAX PAPER	1
EPSON 8750 RIBBON BLACK	1
CDRW	1
HP 678 BLACK INK CARTRIDGE	1
HP 678 TRI COLOR INK CARTRIDGE	1
PENTEL PEN BLUE	1
HP INK 21 BLACK	1
HP TONER 80A	1