

Summary Report as from May 18, 2015 to Jun 18, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	2	9.09%
For Approval	2	9.09%
Approved	2	9.09%
For Release	2	9.09%
Pending	4	18.18%
Item Released	3	13.64%
Close	7	31.82%

Department with Most Closed Request

Department	Total Request
Accounts Receivable Rental	3
Accounts Receivable Sales	2
Accounts Receivable Docs	1
Administration - Monitoring and Compliance Group	1

Most Requested Item

Item	Total Request
BOND PAPER LONG	5
HP TONER 85A	5
ALCOHOL	4
PILOT BX-V5 SIGNPEN RED	2
PILOT BX-V5 SIGNPEN BLUE	2
HP TONER 35A	2
PILOT BX-V5 SIGNPEN BLACK	2
PILOT BX-V5 SIGNPEN PURPLE	1
PILOT BX-V5 SIGNPEN GREEN	1

PENCIL MONGOL	1
ENVELOPE LONG	1
PAPER CLIP SMALL	1
NEWSPRINT SHORT	1
HP TONER 05A	1
FOLDER GREEN	1
MEMO PAD	1
FASTENER PLASTIC	1
NEWSPRINT LONG	1
RUBBER BAND BIG	1
RUBBER BAND SMALL	1
BALLPEN BLACK	1
STAMP PAD INK BLUE	1
TAPE DISPENSER BIG	1
HP INK 704 COLORED	1
BOND PAPER SHORT	1
STABILO PINK	1
CORRECTION TAPE	1
RULER	1
HP INK 704 BLACK	1
STABILO ORANGE	1
CORRECTION TAPE REFILL	1