

Summary Report as from Sep 1, 2014 to Jan 8, 2015

Status Updates

Status	Total Request	Percentage
For Approval	1	2.86%
Approved	10	28.57%
For Release	4	11.43%
Pending	8	22.86%
Item Released	3	8.57%
Admin Reject	6	17.14%
Close	3	8.57%

Department with Most Closed Request

Department	Total Request
Information Technology	3

Most Requested Item

Item	Total Request
Lucky Me Instant Noodles	2
Scotch Tape	2
Staedtler Eraser	1
Telephone	1
A2 Bond Paper	1
Watercolor	1
Pilot Ballpen	1