

## Summary Report as from Jan 13, 2018 to Feb 13, 2018

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### Status Updates

Status	Total Request	Percentage
Cancelled	24	5.49%
For Approval	23	5.26%
Approved	20	4.58%
For Release	52	11.9%
Pending	18	4.12%
Item Released	86	19.68%
Closed	214	48.97%

### Department with Most Closed Request

Department	Total Request
AMD Prestige 1	15
Contracts	12
Accounts Receivable Sales	11
Administration	11
Marketing 5	11
AMD Training	10
Human Resources	9
Corporate Advisory and Compliance Division	7
FRG - Gen. Accounting (Megaworld)	6
Audit	6
Accounts Receivable Docs	6
Accounts Receivable Rental	6
ProCom - Support Service & PDS	6
MSG - Accounting Group	5

Construction Management Department(SITE)	5
Management Analyst Group	5
FRG - Payroll	4
Information Systems Management	4
FRG - Accounts Payable (Subsidiaries)	4
Compliance	4
AMD Rentals	4
Operation - The Cambridge Village Site	4
Operations Audit	4
Marketing 4	4
Quality Control Management	3
Prime RFO	3
Asset Management Group	3
Client Relations Group	3
Accounts Payable 1	3
Accounts Payable 2/Recovery Unit	3
AMD Prominent	3
FRG - Estate Management Group	3
FRG - Gen. Accounting (Subsidiaries)	3
Management Analyst Group	3
Marketing 1	2
Executive - Land Banking	2
Customer Management Group	2
AMD Office of the Vice President	2
Architecture & Planning Department	2
ProCom - Billing	2
OCOO - Strategic Planning	2
OR Archives	1
Treasury Dept - Receipt	1
Design Review & Coordination	1

Corporate Social Responsibility	1
Executive - Office of Gavin Ng	1
Management Information Group	1
Investor Relations Group	1

### Most Requested Item

Item	Total Request
BOND PAPER SHORT	140
BOND PAPER LONG	123
ALCOHOL	97
TAPE SCOTCH 1'	72
PILOT BX-V5 SIGNPEN BLACK	68
PILOT BX-V5 SIGNPEN BLUE	68
NEWSPRINT LONG	53
ENVELOPE LONG	51
STAPLE WIRE BIG	51
CORRECTION TAPE	42
ENVELOPE SHORT	40
MEMO PAD	39
BALLPEN BLACK	39
PENTEL PEN BLACK	36
PAPER CLIP SMALL	30
PILOT BX-V5 SIGNPEN RED	28
LETTER HEAD	26
FASTENER PLASTIC	25
EPSON BLACK INK T6641	25
FOLDER LONG	25
DOUBLE CLIP 2	25
BALLPEN BLUE	24
STAPLER #35	24

TRANSMITTAL SHEET	24
PAPER CLIP BIG	21
STABILO YELLOW	20
LETTER ENVELOPE	20
PILOT BX-V5 SIGNPEN GREEN	20
HP TONER 05A	20
ENVELOPE EXPANDED	20
LOG BOOK	19
RUBBER BAND SMALL	18
STABILO GREEN	18
FOLDER SHORT	17
PILOT BX-V5 SIGNPEN PURPLE	17
PENCIL MONGOL	17
TAPE PACKING 2'	17
TAPE MASKING 1	17
STABILO PINK	16
STABILO ORANGE	16
STABILO BLUE	15
TAPE DISPENSER BIG	14
GLUE	12
EPSON INK YELLOW T6644	12
EPSON INK CYAN T6642	12
CARBON PAPER LONG	12
LOGBOOK	12
HP INK 704 BLACK	12
EPSON INK MAGENTA T6643	11
BALLPEN RED	11
RULER	10
CD-R	9
HP INK 704 COLORED	9

PENTEL PEN BLUE	8
RUBBER BAND BIG	8
HP 678 TRI COLOR INK CARTRIDGE	7
HP 678 BLACK INK CARTRIDGE	7
PUNCHER	6
OPTICAL MOUSE	6
Stamp Pad Ink - Black	6
HP INK 933XL YELLOW	5
HP INK 932XL BLACK	5
HP INK 933XL CYAN	5
HP TONER 35A	5
HP TONER 12A	5
HP INK 933XL MAGENTA	4
HP TONER 36A	4
CDRW	3
DVD-RW	3
PENTEL PEN WB RED	3
PENTEL PEN RED	3
Stamp Pad Ink	2
EPSON S015632 RIBBON LX310	2
BATTERY AAA	2
BATTERY AA	2
HP INK 60 BLACK	1
HP INK 60 TRI COLORED	1
A4TECH KEYBOARD	1
HP INK 21 BLACK	1
HP INK 22 TRI-COLOR	1
HP TONER 53A	1
HP INK 703 TRI-COLOR	1
DVDR	1

HP INK 920XL BLACK	1
HP TONER CARTRIDGE 78A	1