

## Summary Report as from Jan 2, 2014 to Jan 8, 2015

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### Status Updates

Status	Total Request	Percentage
Deleted	17	17.89%
For Approval	4	4.21%
Approved	12	12.63%
For Release	4	4.21%
Pending	13	13.68%
Item Released	6	6.32%
Admin Reject	6	6.32%
Close	33	34.74%

### Department with Most Closed Request

Department	Total Request
Information Technology	32
Accounts Receivable	1

### Most Requested Item

Item	Total Request
Staedtler Eraser	8
Mongoloid Pencil	6
Orion Ruler	5
A2 Bond Paper	5
Lucky Me Instant Noodles	4
Telephone	3
Watercolor	3
Panda Ballpen	3
A2 Bond Paper	3
Lucky Me Pancit Canton	3

Car Engine	2
Sledge Hammer	2
Pilot Ballpen	2
Scotch Tape	2
Coleman Water Jug	1