

Summary Report as from Dec 7, 2015 to Jan 7, 2016

Status Updates

Status	Total Request	Percentage
Cancelled	5	2.98%
For Approval	9	5.36%
Approved	2	1.19%
For Release	99	58.93%
Pending	12	7.14%
Item Released	2	1.19%
Reject	1	0.6%
Close	38	22.62%

Department with Most Closed Request

Department	Total Request
AMD Prestige	7
Accounts Receivable Docs	5
Accounts Payable 1	4
Accounts Receivable Sales	3
Administration - Monitoring and Compliance Group	3
Treasury Dept - Receipt	3
AMD Preferred	2
AMD Rentals	2
FRG - Consolidation Group	2
Asset Management Group	2
Library	1
Treasury Dept - Disbursement	1
Administration - Materials Control and Fleet Management	1

Customer Management Group	1
OR Archives	1

Most Requested Item

Item	Total Request
ALCOHOL	12
HP TONER 05A	10
BOND PAPER SHORT	9
BOND PAPER LONG	9
STAPLE WIRE BIG	8
PILOT BX-V5 SIGNPEN BLACK	7
CORRECTION TAPE	6
NEWSPRINT LONG	6
BALLPEN BLACK	6
PAPER CLIP BIG	5
NEWSPRINT SHORT	5
PILOT BX-V5 SIGNPEN GREEN	5
PILOT BX-V5 SIGNPEN BLUE	5
MEMO PAD	4
FOLDER GREEN	4
STABILO PINK	4
STAPLER #35	3
TRASH CAN	3
PENCIL MONGOL	3
STABILO YELLOW	3
PAPER CLIP SMALL	3
BALLPEN RED	3
BALLPEN BLUE	3
CORRECTION TAPE REFILL	3
NOTEBOOK	3

DOUBLE CLIP 1	3
HP INK 704 BLACK	2
LOG BOOK	2
GLUE	2
SCISSOR	2
FASTENER PLASTIC	2
STABILO GREEN	2
PILOT BX-V5 SIGNPEN PURPLE	2
PILOT BX-V5 SIGNPEN RED	2
PENTEL PEN BLACK	2
CALCULATOR	2
RUBBER BAND SMALL	2
STABILO ORANGE	2
HP TONER 12A	2
HP TONER 80A	1
PENTEL PEN BLUE	1
LOGBOOK	1
HP INK 704 COLORED	1
FOLDER LONG	1
STAMP PAD INK BLUE	1
ENVELOPE LONG	1
PUNCHER	1
EPSON BLACK INK T6641	1
DOUBLE CLIP 3/4	1
DOUBLE CLIP 2	1
CARBON PAPER LONG	1
TAPE DOUBLE ADHESIVE WITHOUT FOAM	1
TAPE DISPENSER BIG	1
EPSON S015632 RIBBON LX310	1
ENVELOPE SHORT	1

LETTER ENVELOPE	1
RULER	1
RUBBER BAND BIG	1
STABILO BLUE	1
FOLDER SHORT	1