

Summary Report as from May 24, 2015 to Jun 24, 2015

Status Updates

Status	Total Request	Percentage
Cancelled	6	10.17%
For Approval	2	3.39%
Approved	4	6.78%
For Release	14	23.73%
Pending	12	20.34%
Item Released	6	10.17%
Close	15	25.42%

Department with Most Closed Request

Department	Total Request
Accounts Receivable Sales	5
Accounts Receivable Docs	5
Accounts Receivable Rental	3
Administration - Facility Management and General Services	1
Administration - Monitoring and Compliance Group	1

Most Requested Item

Item	Total Request
BOND PAPER LONG	11
ALCOHOL	11
HP TONER 85A	7
BOND PAPER SHORT	5
PILOT BX-V5 SIGNPEN RED	5
HP TONER 05A	5
PILOT BX-V5 SIGNPEN BLUE	5
PILOT BX-V5 SIGNPEN GREEN	4

STAMP PAD INK BLUE	3
CORRECTION TAPE	3
PAPER CLIP SMALL	3
PILOT BX-V5 SIGNPEN BLACK	3
HP TONER 35A	3
STABILO ORANGE	3
HP INK 704 COLORED	2
HP INK 704 BLACK	2
FASTENER PLASTIC	2
PENCIL MONGOL	2
NEWSPRINT SHORT	2
BALLPEN BLACK	2
MEMO PAD	2
NEWSPRINT LONG	2
PILOT BX-V5 SIGNPEN PURPLE	2
FOLDER GREEN	2
SCISSOR	2
STABILO PINK	2
CORRECTION TAPE REFILL	2
TAPE DISPENSER BIG	2
ENVELOPE LONG	2
RULER	2
RUBBER BAND SMALL	1
EPSON BLACK INK	1
LETTER HEAD	1
RUBBER BAND BIG	1
PUNCHER	1
CALCULATOR	1
PENTEL PEN WB BLUE	1
PENTEL PEN WB BLACK	1