

## Summary Report as from Jan 4, 2016 to Apr 18, 2016

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### Status Updates

Status	Total Request	Percentage
Cancelled	26	3.67%
For Approval	11	1.55%
Approved	29	4.1%
For Release	309	43.64%
Pending	49	6.92%
Item Released	13	1.84%
Reject	2	0.28%
Close	269	37.99%

### Department with Most Closed Request

Department	Total Request
FRG - Gen. Accounting (Subsidiaries)	41
Accounts Receivable Docs	28
AMD Prestige	24
FRG - Gen. Accounting (Megaworld)	24
Treasury Dept - Receipt	16
FRG - Accounts Payable (Subsidiaries)	14
FRG - Payroll	13
AMD Prominent	13
Accounts Receivable Rental	10
Asset Management Group	8
Customer Management Group	8
Accounts Receivable Sales	7
Administration	7

Information Technology	6
AMD Preferred	6
Accounts Payable 1	5
Treasury Dept - Disbursement	5
OR Archives	5
AMD Premier	4
Library	3
AMD Rentals	3
Administration - Facility Management and General Services	2
MSG - Accounting Group	2
Enterprise Resource Planning	2
FRG - Consolidation Group	2
Management Information Group	2
Financial Analyst Group	2
AMD Training	2
Accounts Payable 2/Recovery Unit	2
Administration - Courier, Mailing and Logistics Management	2
White OR	1

### Most Requested Item

Item	Total Request
BOND PAPER LONG	86
NEWSPRINT SHORT	58
PILOT BX-V5 SIGNPEN BLACK	57
PILOT BX-V5 SIGNPEN BLUE	41
PAPER CLIP SMALL	38
NEWSPRINT LONG	37
STAPLE WIRE BIG	35
PILOT BX-V5 SIGNPEN GREEN	31
DOUBLE CLIP 1	28

CORRECTION TAPE REFILL	27
PILOT BX-V5 SIGNPEN PURPLE	27
PAPER CLIP BIG	27
ENVELOPE LONG	26
STABILO PINK	24
ENVELOPE EXPANDED	24
DOUBLE CLIP 2	23
STABILO YELLOW	23
PILOT BX-V5 SIGNPEN RED	21
DOUBLE CLIP 3/4	21
PENTEL PEN BLACK	21
FASTENER PLASTIC	20
ENVELOPE SHORT	20
RUBBER BAND SMALL	17
MEMO PAD	17
STABILO ORANGE	16
EPSON BLACK INK T6641	14
STABILO GREEN	13
TAPE PACKING 2'	13
GLUE	12
NOTEBOOK	12
LOG BOOK	11
HP INK 704 COLORED	11
CORRECTION TAPE	11
STAPLER #35	10
HP INK 704 BLACK	10
STABILO BLUE	10
PENCIL MONGOL	10
PENTEL PEN BLUE	9
LETTER HEAD	9

CALCULATOR	9
HP TONER 12A	8
SCISSOR	8
TRANSMITTAL SHEET	7
TAPE DISPENSER BIG	7
BALLPEN RED	7
TAPE MASKING 1"	7
RULER	6
LETTER ENVELOPE	6
RUBBER BAND BIG	6
STAMP PAD INK BLUE	6
TAPE MASKING	6
DVDR	5
TAPE DOUBLE ADHESIVE WITHOUT FOAM	5
FOLDER SHORT	5
HP TONER 35A	5
PENTEL PEN WB BLACK	4
PENTEL PEN RED	4
CD-R	4
PUNCHER	4
EPSON INK MAGENTA T6643	4
EPSON INK CYAN T6642	4
EPSON INK YELLOW T6644	4
CARBON PAPER SHORT	3
CARBON PAPER LONG	3
HP INK 22 TRI-COLOR	3
HP INK 21 BLACK	3
PENTEL PEN WB BLUE	3
HP TONER CARTRIDGE 78A	3
EPSON S015632 RIBBON LX310	3

TAPE DOUBLE ADHESIVE WITH FOAM	2
TRASH CAN	2
OPTICAL MOUSE	2
A4TECH KEYBOARD	2
HP TONER 53A	2
HP TONER 80A	1
BATTERY AA	1
PENTEL PEN WB RED	1
HP INK 60 BLACK	1
HP 678 TRI COLOR INK CARTRIDGE	1
DVD	1
HP INK 60 TRI COLORED	1
HP 678 BLACK INK CARTRIDGE	1