

Summary Report as from Oct 28, 2016 to Nov 28, 2016

Status Updates

Status	Total Request	Percentage
Cancelled	4	2.58%
For Approval	12	7.74%
Approved	24	15.48%
For Release	59	38.06%
Pending	21	13.55%
Item Released	5	3.23%
Reject	1	0.65%
Close	29	18.71%

Department with Most Closed Request

Department	Total Request
FRG - Gen. Accounting (Subsidiaries)	6
Customer Management Group	4
Accounts Receivable Docs	4
Management Analyst Group	3
Administration	2
AMD Prestige 2	2
FRG - Gen. Accounting (Megaworld)	2
Management Information Group	1
AMD Preferred	1
Corporate Advisory and Compliance Division	1
OR Archives	1
AMD Premier	1
Asset Management Group	1

Most Requested Item

Item	Total Request
ALCOHOL	13
BOND PAPER LONG	8
BOND PAPER SHORT	7
HP TONER 05A	7
PILOT BX-V5 SIGNPEN BLACK	7
CORRECTION TAPE REFILL	7
NEWSPRINT SHORT	6
PILOT BX-V5 SIGNPEN BLUE	6
NEWSPRINT LONG	4
HP TONER 85A	4
PAPER CLIP BIG	3
HP TONER 12A	3
PILOT BX-V5 SIGNPEN RED	3
PILOT BX-V5 SIGNPEN PURPLE	3
FOLDER SHORT	2
PAPER CLIP SMALL	2
STABILO GREEN	2
FASTENER PLASTIC	2
PILOT BX-V5 SIGNPEN GREEN	2
SCISSOR	2
STABILO PINK	2
MEMO PAD	2
DOUBLE CLIP 1	2
TAPE DISPENSER BIG	2
TAPE PACKING 2'	2
LETTER HEAD	2
NOTEBOOK	1

HP TONER 53A	1
NOTEBOOK	1
LOG BOOK	1
RULER	1
STABILO YELLOW	1
EPSON INK CYAN T6642	1
EPSON INK MAGENTA T6643	1
STAPLER #35	1
TAPE MASKING	1
BALLPEN RED	1
TAPE MASKING 1"	1
STABILO ORANGE	1
EPSON INK YELLOW T6644	1
HP INK 60 TRI COLORED	1
GLUE	1
STABILO BLUE	1