

## Summary Report as from Apr 3, 2016 to May 3, 2016

---

### Status Updates

Status	Total Request	Percentage
Cancelled	13	6.16%
For Approval	13	6.16%
Approved	20	9.48%
For Release	55	26.07%
Pending	40	18.96%
Item Released	10	4.74%
Reject	7	3.32%
Close	53	25.12%

### Department with Most Closed Request

Department	Total Request
FRG - Gen. Accounting (Subsidiaries)	13
Accounts Receivable Docs	13
FRG - Gen. Accounting (Megaworld)	4
Accounts Receivable Rental	4
Asset Management Group	2
FRG - Payroll	2
Customer Management Group	2
Treasury Dept - Receipt	2
AMD Prominent	2
AMD Premier	2
MSG - Accounting Group	2
AMD Rentals	1
FRG - Consolidation Group	1

Administration	1
Treasury Dept - Disbursement	1
Accounts Payable 1	1

### Most Requested Item

Item	Total Request
PILOT BX-V5 SIGNPEN BLACK	18
PILOT BX-V5 SIGNPEN BLUE	12
NEWSPRINT SHORT	11
NEWSPRINT LONG	10
CORRECTION TAPE REFILL	10
STAPLE WIRE BIG	9
FASTENER PLASTIC	8
TAPE PACKING 2'	7
PENCIL MONGOL	6
STABILO YELLOW	6
NOTEBOOK	6
ENVELOPE SHORT	6
DOUBLE CLIP 2	6
PILOT BX-V5 SIGNPEN PURPLE	5
STABILO PINK	5
RUBBER BAND SMALL	4
MEMO PAD	4
RUBBER BAND BIG	4
STAPLER #35	4
PILOT BX-V5 SIGNPEN RED	4
ENVELOPE EXPANDED	4
LOG BOOK	4
EPSON BLACK INK T6641	4
STABILO ORANGE	4

PILOT BX-V5 SIGNPEN GREEN	3
PENTEL PEN WB BLACK	3
FOLDER SHORT	3
BALLPEN RED	3
LETTER ENVELOPE	3
HP TONER 12A	3
LETTER HEAD	3
EPSON INK YELLOW T6644	2
EPSON INK MAGENTA T6643	2
EPSON INK CYAN T6642	2
HP TONER 53A	2
SCISSOR	2
STABILO GREEN	2
HP TONER 35A	2
GLUE	2
STABILO BLUE	2
HP INK 704 BLACK	2
TAPE MASKING 1"	2
HP INK 704 COLORED	2
PENTEL PEN WB BLUE	1
OPTICAL MOUSE	1
HP TONER 80A	1
HP TONER CARTRIDGE 78A	1
HP INK 60 TRI COLORED	1
STAMP PAD INK BLUE	1
EPSON S015632 RIBBON LX310	1
DVDR	1
TAPE DISPENSER BIG	1
TAPE MASKING	1
A4TECH KEYBOARD	1

HP INK 21 BLACK	1
HP INK 22 TRI-COLOR	1
RULER	1
HP INK 60 BLACK	1