Summary Report as from Mar 16, 2014 to Apr 16, 2014

Status Updates

Status	Total Request	Percentage
For Approval	3	6.52%
Approved	1	2.17%
For Release	11	23.91%
Pending	13	28.26%
Item Release	10	21.74%
Admin Reject	1	2.17%
Close	7	15.22%

Department with Most Closed Request

Department	Total Request
Information Technology	7

Most Requested Item

Item	Total Request
A2 Bond Paper	6
Staedtler Eraser	3
Panda Ballpen	3
Pilot Ballpen	2
Telephone	2
Mongoloid Pencil	2
Orion Ruler	1
Lucky Me Instant Noodles	1
Coleman Water Jug	1
RJ Cable	1