

Summary Report as from Feb 1, 2014 to Jun 2, 2015

Status Updates

Status	Total Request	Percentage
Deleted	17	16.5%
For Approval	3	2.91%
Approved	15	14.56%
For Release	10	9.71%
Pending	12	11.65%
Item Released	7	6.8%
Admin Reject	7	6.8%
Reject	1	0.97%
Close	38	36.89%

Department with Most Closed Request

Department	Total Request
Information Technology	14
Accounts Receivable Docs	23

Most Requested Item

Item	Total Request
A2 Bond Paper	8
Staedtler Eraser	8
Mongoloid Pencil	7
Lucky Me Instant Noodles	6
Orion Ruler	5
A2 Bond Paper	4
Car Engine	4
Panda Ballpen	4
Watercolor	3

Sledge Hammer	3
Scotch Tape	3
Lucky Me Pancit Canton	3
Telephone	3
Pilot Ballpen	2
Coleman Water Jug	1