

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(e) Requisition of Stationery	E-mail			SRMP SRMT SRMR SRMA	MM 12	As required.
A	(f) Status/Receipt of Shipment	E-mail			SRMS SRMT SRMR SRMA	MM 6	On receipt of goods.
A	(g) Theft or Loss over CAN\$1,000	Letter			SBR	MM 3 & 7	Ad hoc.
A	(h) Transfer and Adjustment Voucher	EXT 182			N/A	MM 3	Retained at mission.
A	(i) Transfer and Receipt Voucher – Communications materiel	EXT 606	As required		Resp. Centre/SXT		On transfer of accountable communications materiel.
<b>Motor Vehicles</b>							
A	(a) Accident Report	E-mail EXT 253			SRMT	MM 9	As required when damages exceed \$1,000.
A	(b) Disposal	EXT 369			SRMT, SRMZ	MM 8 & 9	As required.
A	(c) Local Insurance Confirmation	E-mail			SRMT	MM 9	Annual.
A	(d) Receipt by Mission	E-mail			SRMT	MM 9	On receipt of vehicle at mission.
B	(e) Register of Gas Coupons		Monthly. Every 3 months at small missions		N/A		For mission records.
A	(f) Registration Confirmation	E-mail			SRMT	MM 9	When licence issued by host country.
B	(g) Vehicle Logs		Daily		N/A	MM 9	To be retained at mission for audit purposes.

Types of reports: A = As required reports  
C = Reports that small missions are NOT expected to complete

B = Reports that ALL missions must provide on a regular basis  
D = Reports to be completed by the Hub