

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
B	(c) Distribution Accounts						
	(i) Chancery	EXT 337/8				MM 4	Once every 3 years. Retain at mission.
	(ii) Staff Quarter	EXT 179			N/A		At change of occupant. Retained at mission.
	(iii) Official Residence	EXT 343				MM 4	At change of occupant. Retain at mission.
A	(d) Request for Materiel	E-mail			SRMP SRMR SRMA SRMS	MM 3	As required. SRMS for vehicle parts only.
A	(e) Requisition of Stationery	E-mail			SRMP SRMR SRMA	MM 12	As required.
A	(f) Status/Receipt of Shipment	E-mail			SRMS SRMR SRMA SRMP	MM 5	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 4	Retained at mission.
A	(i) Transfer and Receipt Voucher - Communications materiel	EXT 606	As required		Resp. Centre/SXT		On transfer of accountable communications materiel.
	Motor Vehicles						
A	(a) Accident Report	E-mail EXT 253			SRMS	MM 9	Only if damages involve third party claims, personal injury or death.

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