

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(f) Employment and Pay Certificates	EXT 208			ABL/MFFP ISSV	LES 1 & 2, 4.1	Ad Hoc. Attach copy to Mission Financial Return.
	(g) Estimates of Social security contributions	EXT 250		OCT	ABL		
	(h) Oaths and Affirmations				ABL*		Ad Hoc on appointment. *Retain on employee's file at mission.
	(i) Paylists	EXT 201					See item 23 (h)(xi).
41.	Library Subscriptions	BFL List	AUG 20	SEP 1	BFL		Annual.
42.	Long Distance Telephone						See item 23(h)(vi).
43.	Loss of Public Monies	Letter or Telegram			MFF	FM 23.13	Ad Hoc. Report circumstances to HQ for decision.
44.	<b>Materiel</b>						
	(a) Authority for Expenditure	EXT 116	Various		MRMT		MRMT provides encumbrance by tel. to mission to acquire vehicle.
	(b) Disposal	EXT 369			*N/A		*Retained at mission. For motor vehicle, see 50 (b).
	(c) Distribution Accounts						
	- Chancery	EXT 337			MRPD	MM 3	Once every 3 years, or at change of HOM. Retained at mission.
	- Official residence	EXT 343			MRPD	MM 3	Once every 3 years, or at change of occupant.
	- Staff accommodation	EXT 179			MRCS	MM 3	Once every 3 years, or at change of occupant.
	(d) Loan to Staff Card	EXT 385			*N/A	MM 3 & 14	*Retained at mission.
	(e) Message Demand	Telegram			MRFM/G/T	MM 5	As required.
	(f) Requisition of Stationery	EXT 115	Various	Various	MRFM	MM 12	Twice Yearly - varies with mission as per MM 12.