

Department to maintain adequate records of materiel assets. This chapter details the accounting procedures which the Department has introduced to meet these requirements. eg. **All items of furniture, furnishings, appliances and miscellaneous materiel whose replacement cost is \$150 or more must be accounted for.**

- Chapter 4 - Materiel Planning Guidelines.

This chapter outlines the essential information required by materiel management at headquarters for planning and establishing materiel support requirements at missions. Planning involves yearly budgeting for existing missions and determination of requirements for new missions, or additional accommodation or **new furnishing schemes for existing missions**. Forward planning for scheduled maintenance, upgrading and replacement of existing materiel assets is a continuous activity.

Complete and correct information makes the tasks of **the interior design**, technical and procurement staffs easier, and can have far-reaching effects, not only on capital and operational costs, but also on the efficiency of mission operations and the general well-being of personnel.

- Chapter 5 - Acquisition of Materiel and Services.

This chapter outlines the policy for acquisition of materiel and services, including that governing the scales of entitlement as well as materiel and services authorization tables. It also gives general information concerning contracts and tendering.

eg. 5.1.2 "Buy Canadian" Policy. Whenever possible or practical, Canadian manufacturers should be given preference in order to support the national economy and to **a create favourable image of Canadian products and manufacturing capabilities abroad.**

If a mission considers that replacement **furniture, furnishings, appliances** or other equipment equal in quality to that available in Canada can be obtained in the host or a third country at a more economical price, the mission should so inform MRM, and seek authority to