

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(ii) Capital Alterations and Renovations (CAR) (Projects costing between \$5,000 and \$500,000)	Letter			SRMM	PM 10	As required.
	(iii) Maintenance and Energy Projects	Letter or Telegram			SRMM	PM 10	As required.
B	(k) Works of Art Inventory	Art Inventory Form	MAY 16	MAY 31	SRMZ	MM 13.8	Every 3 years – update by mission of art inventory.
C	Library Subscriptions Materiel	BMS List	AUG 21	SEP 1	BMS		Annual.
B	(a) Disposal	EXT 369			SRMC		Disposal of surplus equipment should be planned early in F/Y in order to spend proceeds from sales.
B	(b) Distribution Accounts						
	i) Chancery	EXT 337			SRMD	MM 3	Once every 3 years.
	ii) Staff Quarter	EXT 179			N/A		Once at change of occupant. Retained at mission.
	iii) Official residence	EXT 343			SRMD	MM 3	Once at change of occupant.
A	(c) Loan to Staff Card	EXT 385			N/A	MM 3 & 14	Retained at mission.
A	(d) Message Demand	Telegram			SRMP	MM 5	As required.
A	(e) Requisition of Stationery	EXT 115			SRMP	MM 12	As required.
A	(f) Status/Receipt of Shipment	Telegram			SRMS	MM 6	On receipt of goods.
A	(g) Theft or Loss over \$1,000 Cdn.	Letter			SRMC	MM 3 & 7	Ad Hoc.
A	(h) Transfer and Adjustment Voucher	EXT 182			N/A	MM 3	Retained at mission.

Types of reports:

A = As required reports

C = Reports which small missions are NOT expected to complete

B = Reports which ALL missions must provide on a regular basis

D = Reports to be completed by the Hub