

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(h) Oaths and Affirmations						Ad Hoc on appointment. Retain on employee's file at mission.
	(i) Paylists	EXT 201			MFF	LES 4.3.1	See item 19 (g)(viii).
35.	<b>Library Subscriptions</b>	BMS List	AUG 20	SEP 1	BMS		Annual.
36.	<b>Long Distance Telephone</b>						See item 19 (g)(v).
37.	<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 43 (b).
	(c) Distribution Accounts						
	– Chancery	EXT 337			MRPD	MM 3	Once every 3 years, or at change of HOM.
	– Official residence	EXT 343			MRPD	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			MRMF/G/T	MM 5	As required.
	(f) Requisition of Stationery	EXT 115			MRMG	MM 12	As required.
	(g) <i>Shipping Instructions Manual</i> Amendments	Letter			MRMS	MM 12	As required.
	(h) Status/Receipt of Shipment	Telegram			MRMS	MM 6	On receipt of goods.
	(i) Theft or Loss over \$1,000 Cdn.	Letter			MRMC	MM 3 & 7	Ad Hoc.
	(j) Transfer and Adjustment Voucher	EXT 182			*N/A	MM 3	*Retained at mission.