

BOARD TECHNICAL BULLETIN

8 NOVEMBER 1972 R
REVISÉD & REISSUED 13 JULY 1974 AS BTB
Remimeo
ISSUE III
(REVISION IN ITALICS)
CANCELS
HGC BULLETIN OF 8 NOVEMBER 1972
ISSUE III
SAME TITLE

Auditor Admin Series 23R

INVOICE FORM AND ROUTING FORM

The Form of Board PL 3 Jan 72 (Revised) is stapled to the inside back cover of the PC's current folder by HGC Admin.

PC BEGINNING INTENSIVE

When a PC signs up and pays for auditing he arrives at the HGC Admin with a Routing Form and a Pink Invoice Copy.

The invoice is used for PC scheduling, verification of payment before delivery of service, and preparation of the weekly income report.

The Invoice does not go into the PC auditing folder and must not be lost as this could prevent scheduling, delivery of service, or result in auditing without payment.

The Invoice details are filled in on the Form (see attached) at the back of the folder.

The Pink Invoice Copy is then filed in alphabetical order, in HGC Admin files.

(Used Invoices, those for which the service bought has been delivered in full, are marked off with the date and retired to HGC Admin archives. Advance payment invoices are also filed. As soon as the service is seen to be paid for in full the PC's name is entered on the PC scheduling board and the PC gotten in for service.)

The Routing Form is filed temporarily in the back of the folder.

The Auditor enters the Intensive Hours paid (i.e. 12½ or 25) on his next Auditors Report Form and keeps a running total of hours used on the succeeding Auditor Report Forms.

PC RUNS OUT OF PAID HOURS

When the PC's used total approaches close to the Intensive Hours paid, the Auditor puts a note on the front of folder to HGC Admin to route the PC to buy more hours.

HGC Admin takes out the filed Routing Form from the folder and routes the PC through lines to buy more hours.

These particulars are noted on the Invoice Form.
(See attached form for example.)

FREE SERVICE = FREE FALL

AN AUDITOR CONTINUING TO AUDIT A PERSON OVER AND ABOVE THE AMOUNT OF HOURS SIGNED AND PAID FOR, AND WHO DOES NOT SEND THAT PC BACK TO THE REGISTRAR FOR SIGN-UP AND PAYMENT OF ADDITIONAL HOURS IN ORDER TO SUCCESSFULLY COMPLETE THE AUDITING PGM, IS GUILTY OF

- A. COVERTLY ROBBING HIS FELLOW STAFF MEMBERS OF THEIR PAY, AND
- B. IN A CONDITION OF DOUBT TO HIS ORG, AND IS SO ASSIGNED.

SIMILARLY, AN AUDITOR CONTINUING TO AUDIT A STAFF MEMBER OVER AND ABOVE THE AMOUNT OF HOURS SIGNED AND INVOICED FOR, AND WHO DOES NOT SEND THE PC BACK TO THE REGISTRAR AND CASHIER FOR SIGN UP AND DEBIT INVOICING OF ADDITIONAL HOURS IN ORDER TO SUCCESSFULLY COMPLETE THE AUDITING PGM, IS GUILTY OF A AND B ABOVE.

Invoices for staff services must carry the mention:

"STAFF DEBIT
Amount due in full in the event
of staff contract breakage."

and be accompanied by a signed promissory not for the full amount of the service.

An Auditor using the Invoice Form in conjunction with the running total of hours on his Auditor's Report Form will comfortably know the position with regard to used up hours.

References: BPL 28 Aug 62 "How to Write an Auditor's Report"
BPL 3 Jan 72 "Invoices"
BPL 22 Dec 71 "Free Services = Free Fall"
BPL 22 Dec 71-1 (Addition 12 Oct 72) "Free Services = Free Fall."

BTB 8.11.72R III
Rev. 13.7.74

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Compiled by
Training and Services Bureau

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Authorized by AVU

for the
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of the
CHURCHES OF SCIENTOLOGY

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