

HCC POLICY LETTER, MAY 16, 1957.

INVOICING ITEMS.

No services, goods, memberships, books, tapes or any other item on which there would ordinarily be a financial transaction may be given or released without being invoiced even if the invoice states "no charge".

This means that a free week of processing given to an outside preclear must be invoiced by the Registrar. This means that any item for which there would ordinarily be a charge must be invoiced before Shipping may ship or the service unit such as Adademy or HCC may deliver or perform.

There are no exceptions to this. It applies to all processing of staff and issuance of books to students.

L. RON HUBBARD