

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy St. London W1

CONVERT TO
S.C. E.D.

HCO POLICY LETTER OF JUNE 2, 1959

PURCHASING LIABILITY OF STAFF MEMBERS

All purchases by a Scientology organization must be done by purchase order, duly agreed upon and signed by those in authority before any purchase or contract may be binding upon the organization.

Should a purchase be made or a contract entered into for the organization by a staff member with no purchase order, the Association Secretary, Organization Secretary, HCO Secretary or person in overall charge of that organization may refute the purchase or contract and may require the offending staff member to pay for the purchase or contract out of his own pocket as a personally entered into arrangement.

L. RON HUBBARD

LRH:GH:ms