

HUBBARD COMMUNICATIONS OFFICE  
37 Fritzroy St. London W.1

CONVERT TO  
SEC. E.D. HCO POLICY LETTER OF JUNE 4, 1959

INVOICING AND COLLECTION OF MONEY

Income apparently suffers in some instances by the failure of staff members to receive money for the organization from pre-clears and students of the Academy and P.E. Foundation.

Incredible as it may seem this fundamental is sometimes overlooked to the embarrassment of the unit.

Money must be taken at once on sign up always. The note if any and receipt invoice are made up. The money is taken, the note if any signed, the receipt given and then the pc or student is sent to processing, training or HAS.

Even a no charge activity such as the first week of PE is given an invoice, even if it is "no charge". How else can you demonstrate value, collect the name and address and know if the person did enroll in the PE.

All activities must invoice properly.

Further, the D of T, the D of P and the D of PE must have an invoice copy for every person sent.

If no invoice copy, no training or processing. No signed contract and release, no invoice. Accounts must require the note, contract and release to be in a signed form before any invoice can be written for pcs and pre-course students.

No HAS or co-audit instructor may permit a student in his class, even a staff member, without receiving the yellow invoice copy of enrollment from them.

In a matter of "lots of people to invoice before class begins" don't just collapse and let them in and "get it later" - what apathy. Put a Congress type multiple clerk line at the entrance point, have more people there to do it and more machines. Cope. Give the enrollee their white and their yellow.

Instructors in HAS and co-audit should collect the yellow rapidly at the start of class on the first night of the week and pass to the PE Fdn. Director. Require the students to bring the white to show on other nights.

The D of P and D of T should always receive the yellow from the enrolling pc or student and it must be right or no processing. On "later in the week payment" the invoice must be marked "later in the week such and such a sum" and it must be remembered and collected. A staff auditor should ask to look at the pcs white receipt before auditing begins.

The Registrar has been found to do less well when the Registrar does not make out the note, contract and release and receive the cash. The Accts dept. can invoice the cash then, but only if the note, contract and release are in order. Accts. gives the white and the yellow to the pc and the pc is escorted to the D of P or D of T not left to wander.

We spend vast sums to disseminate and get people in. Our solvency and size of unit depends on precise 8c on the finance line.

Note: Permitting a person to be trained, processed or co-audited without proper invoice or payment can result in deduction of the fee from pay.

All HCO Area Secs see that this line works .

ALL STAFF

Get at cause over income lines and raise your unit.

CREDIT

Credit may not be extended to HAS co-audit people or book buyers.

Credit may not be invited on pcs and students in any written form or literature. High interest rates should be used always on notes. No sum "as a minimum deposit" on training or processing may now be advised to a pc or student.

Do not invite credit. We are a financial institution not a bank.

Credit may not be extended to bad credit risks. The Registrar should be provided with a bad risk list by Accounts.

Badly overdue accounts must now be sued.

If you have to waste money, collect it and then buy white chine dog doorstops for the coalheavers union. Don't waste it before it is paid out as a unit.

L. RON HUBBARD

LRH:MP:gbb:mb