

HUBBARD COMMUNICATIONS OFFICE
WASHINGTON, D.C.

CONVERT TO
SEC. E.D.

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HANDLING OF BILLS

When a bill is received it is the property of the Accounts Dept.

The bill is instantly that moment recorded in the current bills book under the firm or person's name submitting and is filed "waiting payment."

The bill must be reviewed against payments already made to that firm or person by the organization.

Payment checks on bills are made out from the Current Bills Book only when verified and the check number and amount is entered on the firm or person's page in the current bills book and also on the ledger sheet.

At once enter on the actual bill the amount paid and check number and date and send bill to business files.

Business files files it under the firm name for the year it is paid.

Penalty.

L. RON HUBBARD

LRH:SG:BG:SG