

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Gen Non-
Remimeo
St Hill only
Receptionist
Org Div
All Personnel

HCO POLICY LETTER OF 13 OCTOBER 1966'

(Cancels HCO Policy Letter of 12 January, 1966, Issue II)

INVOICE ROUTING

All Invoicing Stations

Invoice copies are distributed as follows:

- WHITE - To the customer.
- PINK - To the department concerned with the service or item purchased.
- YELLOW - Debit and credit invoices are kept in the Department of Income for collection purposes.
- YELLOW - NOT debit or credit invoices for students and pcs are routed to Address then to CF via Reception, so that Reception can check the invoices against the In the Org List. Other not debit or credit are routed from Address straight to CF.
- BLUE - To the Department of Records, Assets and Material for record purposes.
- GREEN - Consecutive series to be kept in the machine until the end of the accounting week.

L. RON HUBBARD
Founder

LRH:rd
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