

BOARD POLICY LETTER

18 NOVEMBER 1969R

Remimeo REVISED & REISSUED 23 JULY 1975 AS BPL  
OEC CANCELS  
Finance HCO POLICY LETTER OF 18 NOVEMBER 1969  
Course ISSUE IV  
Cksheet SAME TITLE  
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DISPOSAL OF ORG ASSETS

It should never be possible for the property of the organization to be disposed of with consequent loss to the org, without the knowledge of Dept 9, Treasury Sec or Org Exec Sec.

Items which are routinely intended for sale or distribution (bookstore items, mailings, info packs, etc) are not subject to this policy inasmuch as such are issued against an invoice. Publications items are issued to other departments for distribution against a No Charge Invoice authorized by a signed PO for the items concerned, and Bookstore Sales are made against cash invoices.

But where actual property belonging to the organization and property kept within the organization's premises for use, such as equipment, tools, furnishings, fixtures and fittings, are to be removed from the org premises for sale or transfer elsewhere, it MUST be made known to and AUTHORIZED by Dept 9 and FP.

Where an item is to be sold, Dept 9 arranges the sale. The sale is made against a PO which (a) authorizes the sale, (b) gives an okay on the selling price before any action is taken.

Where an item is to be transferred elsewhere (a CF file for example), Dept 9 raises a PO stating what is going where and why, and its value, which MUST be okayed by FP before the item is removed.

PC Folders are logged out in Tech Services, so an inspection point already exists for them. Ethics folders do not get moved out - summaries or copies are sent as required.

The Org Exec Sec of every org is well advised to check on and make a list of every article except communication particles such as dispatches, authorized mimeo items, which each department is selling or giving away, and to see how many of such are listed in the Department's inventory.

It will surprise him to find out how many of his assets can disappear without his knowledge.

CF folders, for example, could have been stopped from leaving the org had proper note been taken of such action.

No legitimate outflow from the org is included in this policy. But the Org Exec Sec sure better know what is going out.

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- 2 -

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CS-7

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Approved by the  
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for the  
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