

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 MAY 1970

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ISSUE III

(Reissue of HASI London Administrative Directive,
1 June 1958-PURCHASE ORDERS-Effective
20 June 1958.)

PURCHASE ORDERS

There are instances of foolish expenditures and bad accounting in the organization's past. This hurts the survival of Scientology. No Bill may be paid by Disbursement without the following checkup:

1. Is the bill correct and not composed of bills already paid?
2. Was the work actually ordered by an executive? Purchase or authorization record must come to hands of Disbursement Clerk before cheque may be written. Action to be taken if expenditure not authorized—deduction from pay of offender.
3. Were the goods received or the work done? No bill can be paid without a slip from an inspecting executive certifying the goods are on hand or the work completed and satisfactory.
4. In a circumstance of fund shortage, is payment of the bill necessary in order to continue an organization project—do we need further services of firm? If not, backlog bill behind more urgent bills.

A check sheet should be made out at once by the Dir Admin, giving all above points. It originates as a Purchase and Service Order from any department, to which these slips are made available. It must then be okayed by head of that department requiring the goods or services. It must be okayed and ordered by Dir Admin. It must be inspected by the executive of the ordering department and/or the Dir Admin or the Org/Assoc Sec, or the Treasurer or the Executive Director. It must be certified as a proper billing by the Accountant or Disbursement Clerk. This slip, properly initialed in all places must accompany the made-out cheque for signature and must be inspected before signed. This applies as well to routine bills. It does not apply to salaries. These cannot be paid without the okay of the payroll by the Assoc/Org Sec and/or the Executive Director.

These persons are responsible for correct paying of bills for supplies and services: (1) Assoc/Org Sec (2) Treasurer (3) Dir Admin (4) Disbursement Clerk or Accountant (5) Head of dept ordering goods or service. Any of these may have his pay checked if the goods or services are not considered needful and are ordered on a by-pass of the routine herein laid down. The person whose pay is checked must have been responsible for the irregularity.

This directive applies to all purchases, demands for service and repairs and applies as well to goods or services ordered from businesses with which Organization has an account. This means oil, office supplies, long-distance phone, gasoline, furniture, et al and all services required. The only routine bills which can be run up without authorization at this time are local phone, already contracted, and rents, lights. New rents are by purchase order. The regular comm lines of the org must be used for transmission of such authorizations.

The HCO Sec will check from time to time to see if this system remains in use and is to report to me at once if it does not.

An additional form is provided for requisition of materials from Dir Admin. This is not a purchase order and is for use internally in the organization. Purchase Orders are external.

**L. RON HUBBARD
FOUNDER**

LRH: sb
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