

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 APRIL 1971

Remimeo  
SO & Scn Orgs & Ships  
FBOs, A/GFs, ECs  
Treas Sec Hat  
Dir Disb Hat  
Purchaser Hat

ESTIMATED PURCHASE ORDERS

(Addition to HCO PL 4 November 1970 Issue IV)

Where the EPO system is in use, there are occasions where a single EPO may accumulate several Red POs against it. An example would be an EPO written for "Routine org supply items for February," against which Red POs would be drawn for individual items specifically priced, such as pens, carbon paper, etc.

For such cases, the original design as outlined in HCO PL 4 Nov 70 was to have this type of Red PO done in duplicate: original to Bills file and copy attached to still valid EPO to indicate partial amount used.

It has proven on Flag to be unworkable to have duplicates of Red POs and therefore this procedure is cancelled.

The EPO form has been updated with a provision for recording amounts drawn off EPOs. A sample of the new EPO form is attached to this Policy Letter.

It was also found that putting all approved Red POs in Bills Owing file is inaccurate as an unactivated Red PO is not a bill owed until activated.

Therefore, the procedure for this type of EPO/Red PO use would be:

1. EPO submitted to FP and approved or not.
2. If approved, Red PO submitted by originator of EPO against the EPO. Red PO has an exact price obtained from the Purchaser/Pricer.
3. Purchaser matches Red PO to EPO.
4. Purchaser sends Red PO with its EPO in daily traffic folder to PO signer for approval.
5. When folder returned, if Red PO approved, Purchaser enters the details of the Red PO on the EPO Balance form. If not approved, Red PO is returned to originator immediately.

6. EPOs then are routed to EPO file. Red PO is kept with the EPO in the approved EPO-PO file until activated, at which time the Red PO goes to the Bills Owing file.

W/O Ellen Klayman  
Treasury Inspector Flag

for

PO Louise Quirion  
Treasury Aide

for

L. RON HUBBARD  
FOUNDER

LRH:LQ:EK:nw  
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