

B O A R D P O L I C Y L E T T E R

3 JANUARY 1972R

ISSUE I

REVISED 8 NOV 72

REISSUED 25 JUNE 1975 AS BPL

CANCELS

HCO POLICY LETTER OF 3 JANUARY 1972R

ISSUE II

SAME TITLE

Remimeo
HGC Admin Hat

(Only change is form attached)

HGC ADMIN

INVOICES

The pink copy of accounts invoices are sent to the Department which gives the service.

Those for processing go to HGC Admin.

These invoices are used for PC scheduling, verification of payment before delivery of service, and preparation of the weekly income report.

Invoices do not go into the PC auditing folder and must not be dispersed as this could prevent scheduling, delivery of service, or result in auditing without payment.

The pink invoices are filed in alphabetical order. Used invoices, (those for which the service bought has been delivered in full) are marked off with the date and retired to HGC Admin archives.

Advanced payment invoices are also filed. As soon as the service is seen to be paid for in full, the PC's name is entered on the PC Scheduling Board and the PC gotten in for service.

The invoice number and date against which the PC is being given service is noted in the PC folder (see sample form attached). Against this the auditor notes hours given.

When the hours paid for have been delivered, the PC is routed to Registrar for further sign-up and payment before auditing may be continued.

Tech Prod Off

for

Training & Services Aide

Reissued as BPL

by Flag Mission 1234 2nd

Molly Gilliam

Approved by the

Commodore's Staff Aides and
the Board of Issues

for the

BOARDS OF DIRECTORS

of the

CHURCHES OF SCIENTOLOGY (R)

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