

BOARD POLICY LETTER

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(Revision in Script)

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HGC Admin
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HGC ADMIN

INVOICES

The *yellow* copy of accounts invoices are sent to the Department which gives the service. (At Saint Hill, it is the *pink* copy of accounts invoices per HCO PL 12 Jan 66, Issue 11, "Invoice Routing".)

Those for processing go to the 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 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.

Pre-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 the Registrar for further sign-up and payment before auditing may be continued.

Tech Product Officer

for Training & Services Aide

Revised 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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