

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 JANUARY 1972 R 8 NOV 72

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

for

L. RON HUBBARD
FOUNDER

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