

# TESTIGOS CRISTIANOS DE JEHOVÁ

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Apartado postal 132 - 28850 TORREJÓN DE ARDOZ (Madrid)

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KHA August 15, 2017

TO THE BODIES OF ELDERS

Re: Payment of invoices in the name of *Testigos Cristianos de Jehová*

Dear Brothers:

We are writing to explain how to proceed when the congregation needs to purchase some product or material for the Kingdom Hall, such as materials needed for maintenance work assigned to the congregation.

The materials that the branch can supply will be paid for and shipped by the branch. However, there are many materials and products that the branch does not supply and that should be obtained locally. The congregation should ask for an invoice and this should be issued in the name of *Testigos Cristianos de Jehová*, although this may result in confusion for the supplier. If they have the *NIF* (Fiscal Identification Number) of the branch they probably also have the address of the branch in Ajalvir. On occasion, suppliers have shipped material purchased for local use to the branch. When this happens, it is not always possible to determine which congregation is making the purchase, and if the bill has already been paid or not. This causes delays and sometimes claims from the suppliers.

In order to avoid such incidents we recommend that when making a purchase the congregation pay 'on the spot', that is to say, at the moment of the purchase. Even though the supplier has an account open in the name of *Testigos Cristianos de Jehová*, and says that they will issue and send the invoice for payment in accord with the method of payment agreed upon with our Purchasing Department, please ask that as an exception in the case of your purchase, payment be accepted when receiving the purchase. And you should be given the invoice or the ticket printout. This will avoid any entries being made in their account with the branch and that the material purchased or the invoice be sent to the branch.

We feel sure, dear brothers, that you will be able to cooperate along these lines in this matter. We take the opportunity to send warm greetings and Christian love.

Your brothers,

*Testigos Cristianos de Jehová*

c: Circuit overseers