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8. Financial Records

- A. All financial records pertinent to particular section or division are to be documented in a timely manner. Delaying or bringing forward due payments in any form is considered a direct violation to rules and regulations.
- B. Never forge any document or manipulate the content or nature of any transaction.
- C. All documented processes and transactions have to be referenced with actual, accurate and original documents.
- D. All reports are to be prepared on due dates reflecting comprehensive, sound and accurate data.
- E. Personnel and employees must cooperate in all investigation conducted relating to the accuracy of financial statements and records.
- F. Allowances have to be calculated on the basis of factual and accurate documents based on a sound judgment of good will.
- G. Due payments are to be given directly to the person, establishment, or supplier involved with the service or merchandise.
- H. Documents and records are to be archived or disposed of in accordance to the company's regulations in that regard.