The original documents are located in Box 13, folder "Office - Requests for Equipment and Supplies (2)" of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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Digitized from Box 13 of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library

THE WHITE HOUSE

July 1975 - Mr. Calkins took this radio to his EOB office.

nm

1 85 ×	REQUEST FOR ISSUE OR TURN-IN	X	ISS	JE		SHEET NO.	NO. OF 5. REQUEST NUMBER SHEETS					
	(AR 735-28)		TUR	RN-IN		1	1					
1. FROM: W	hite House Comm. Agency ateriel Annex, rm. 448 EOB	6. 0	DATE	MAT	TERIEL R	EQUIREC)	7.1	PRIORITY			
2. TO: C8	alkins, John T.	8. V	/OUC	HER	NUMBE	3		9.	POSTED	DATE	BY	
	artmann's Staff-1 w/w									DATE	BY	
3.ACCOUNTING AND FUNDING DATA	a. COST ACCOUNT CODE				b. WORK	ORDER	NUMBER					
4. END ITEM IDENTIFICATION	a. NAME AND MANUFACTURER		b. M	IODE	L C.	SERIAL	NUMBER	2	d. PUBLIC	CATION		
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DA FORM 31	22 REPLACES DD FORM 1150 (for Army use)	SUPPI	LIES	OF	WHICH V	VILL BE	WSED L	TNL	IL EXHAUS	TED.		2

1 APR 66

DATE July 2, 1975

OFFICE	OF_C	OUNSI	ELLOR I	HARTMAI	NN			
INDIVII	WAL	Neta	Messe	rsmith	· .			
ROOM 1	UMBER_	1st	Floor	, West	Wing			
TELEPHONE EXT. 2299								

ONE ITEM TO A LINE

QUANTITY	THIS COLUMN PLEASE DESCRIBE EACH ITEM FULLY PRICE
l'box	Swingline Standard Staples No. SF-1
10	White House Memo Pads (5 x 8)
10	White House Memo Pads (4 x 5-1/4)
12	Cardboards (11 1/2 x 15)
	DO NOT WRITE BELOW THIS LINE
DATE ISSUE	

July 10, 1975

MEMORANDUM TO: JAMES E. CONNOR

FROM: ROBERT T. HARTMANN

I would appreciate it very much if a small AM-FM radio could be furnished for my office, First Floor, West Wing.

Thank you.

RTH: nm

(Sent to Central Files)



REQUEST FOR ISSUE OR TURN-IN		ISSUE			SHEET	NO. OF SHEETS	5. R	5. REQUEST NUMBER			
(AR 735-28)	TURN-IN										
Materiel Annex. 448 EOB	6. D	ATE	MATI	ERIEL REQU	JIRED		7 P	RIORITY			
2. TO: Hartmann, Robert	8. V	ouc	HER	NUMBER			9. Pr	OSTED	DATE	BY	
1 W/W								30120	DATE	BY	
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a b		c	D G	е		f		9		h	
Radio SONY, AM/FM, ser.#346674			ea	1		1					
For Turn-In or Repair CALL:395-4	271.	•		• •						-	
						13					
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10. ISSUE OR TURN- IN OF QUANTITY COL- UMN IS REQUESTED 117.1475 Thema R. Agllung		•	SUPPL	CEIVED FITIES IN Y ACTION" DLUMN	II Ju	dy.75				eramit	

DATE July 25, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1. - West Wing

TELEPHONE EXT. 2299

BY

DATE ISSUE

ONE ITEM TO A LINE

QUANTITY

PLEASE DESCRIBE EACH ITEM FULLY

5 Jiffy Shipping Bags (size 0)

5 Jiffy Shipping Bags (size 6)

1 pkg. Small Presidential Stationery (6-3/4 x 8-7/8)

(See attached sample)

2 Unipen refills

DO NOT WRITE BELOW THIS LINE

DATE JULY 30, 1975

office	of_	COUNS	SELLOR	HARTM	ANN
INDIVID	UAL_	Neta	Messe	rsmith	~~
ROOM N	UMBE	R 1st	Flr.	- West	Wing
TELEPHO	NE	EXT.	2299		

ONE ITEM TO A LINE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	THIS	COLUMN PRICE
10	White House Manila Envelopes (12 x 16)		
6	Shorthand notebooks (preferably wide-lines)		
2	rolls Scotch Magic Transparent Tape (3/4")		
l ream	Rainbow Carbon Sets		
	DO NOT WRITE BELOW THIS LINE		
DATE ISSUE	BY BY		

DATE August 9, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1r. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN THIS COLUMN PRICE QUANTITY PLEASE DESCRIBE EACH ITEM FULLY White House Memo Pads (5 x 8) 10 White House Memo Pads (4 x 5-1/4) 10 IBM Correctable Film Ribbon (Reorder No. 6 , (Black) 1136432) Black Ball-point pens (Fine point) BIC 6 Blue Ball-point pens (Fine point) BIC 6 Red Ball-point pens (Fine point) BIC 6 Black Felt-Tip pens 6 6 Red Felt-Tip pens No. 1 Gem paper clips (100 per box) 3 boxes DO NOT WRITE BELOW THIS LINE DATE ISSUE BY

DATE September 2, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Flr. - W.W.

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY PRICE
12	White House Manila Envelopes (9-1/2 x 12)
10	White House Manila Envelopes (12 x 16)
6	Red Felt-Tip Pens
1 rear	Rainbow Carbon Sets
12	Burn Bags
1 box	Paper Set, Manifold & Carbon (8 x 10-1/2) White
1 box	Paper Set, Manifold & Carbon (8 x 10-1/2) Green
2 boxe	IPKO Binder (Smallest) Paper Clips
12	White House Manila Envelopes (10 x 15)
12	Cardboards (11-1/2 x 15)
•	
	DO NOT WRITE BELOW THIS LINE
DATE ISSUE	BY

DATE September 11, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1r. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE THIS COLUMN QUANTITY PLEASE DESCRIBE EACH ITEM FULLY PRICE 6 Jiffy Shipping Bags (No. 2) Jiffy Shipping Bags (No. 5) 200 Gummed White House labels IBM Lift Off Tape (No. 1136433) 6 10. White House Memo Pads (5×8) White House Memo Pads $(4 \times 5-1/4)$ 10 Standard Form 63 - Memorandum of Call 12 DO NOT WRITE BELOW THIS LINE DATE ISSUE BY

THE WHITE HOUSE

September 26, 1975

TO: JAMES E. CONNOR

FROM: NETA MESSERSMITH

Please order for Counsellor Hartmann 20 White House memorandum pads (50 sheets per pad) like the attached.

Thank you.

THE WHITE HOUSE WASHINGTON

From:	Robert T. Hartma	ກກໍ່	
	•		
To:			
,			a. m.
Date:		Time	p.m.

SUPPLIES

Memo to Snow, Robert, of TSD RE: key to file cabinet

September 30, 1975

MEMORANDUM TO:

ROBERT R. SNOW

FROM:

ROBERT T. HARTMANN

I would like to request that an additional key be made for a file cabinet in my West Wing office. At the present time, there is only one key and a duplicate is needed.

Thank you very much.

DATE October 3, 1975

		OFFICE OF COUNSELLOR HARTMANN DATE OF	cober 3, 1973
		INDIVIDUAL NETA MESSERSMITH	
		ROOM NUMBER 1st Flr West Wing	
		TELEPHONE EXT. 2299	
		***************************************	NOT WRITE IN
Q	UANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
/	2 boxes	IPKO Binder (Smallest) Paper Clips	
	2	Unipens ·	
$\sqrt{}$	1 Box	VENUS TYP-E-RASE #605B (pencil erasers)	
	10	White House Manila Envelopes (9-1/2 x 12)	
	10	White H!use Manila Envelopes (10 x 15)	
		To be described in the second	
		OO NOT WRITE BELOW THIS LINE	
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REQUEST FOR ISSUE OR TURN-IN	ISSUE		NO. OF	5. REQUEST	REQUEST NUMBER		
(AR 735-28)	TURN-IN			Carlo San Carlo			
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I W/W	-					DATE	BY
3.ACCOUNTING A. COST ACCOUNT CODE DATA		b.	WORK ORDER	R NUMBER			
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IBM 271-82#3018819		ea	1				
IBM 271-82# 3008556 (Pres. Repl	(ace)	ec	1				
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DA FORM 3122 REPLACES DD FORM 1150 (for Army use) S	SUPPL	IES OF WH	ICH WILL B	E USED L	JNTIL EXHAUS	TED.	0

DATE Oct. 13, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1r. - West Wing

TELEPHONE EXT. 2299

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01	JANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
/	12	Burn Bags	
	6 .	IBM Correctable Film Ribbon (Reorder No. (Black) 1136432)	
V	3	Black (hard back) 3-ring notebooks 😥 🗀	
		(9-1/2 x 11-1/2)	
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DATE Oct. 14, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIOUAL Neta Messersmith

ROOM NUMBER1st F1r. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

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<u>Qi</u>	JANTITY	PLEASE DESCRIBE EACH ITEM FULLY		PRICE
V	1 ream	White House Stationery (6-1/4 x 9-1/4)		
	10	White House Memo Pads (4 x 5-1/4)		
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	l ream	Rainbow Carbon Sets		,
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DATE Oct. 22, 1975

OFFICE CF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1r. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	THIS COLUMN PRICE
12	White House Manila Envelopes (9-1/2 x 12)	
12	White House Manila Envelopes (10 x 15)	
12	White House manila Envelopes (12 x 16)	
12	Cardboards (11-1/2 x 15)	
6	Blue Ball-point pens (Fine Point) BIC	
6	Black Ball-point pens (Fine Point) BIC	
	A CONTRACT OF THE PROPERTY AND ANALYSIS OF THE PROPERTY AND ANALYSIS OF THE PROPERTY OF THE PR	
	DO NOT WRITE BELOW THIS LINE	
DATE ISSU		

OFFICE OF COUNSELLOR HARTMANN	DATE OCE. 30, 1973
INDIVIDUAL Neta Messersmith	
ROOM NUMBER 1st F1r. = West Wing	
TELEPHONE EXT. 2299	
,	DO NOT WRITE I

	ONE ITEM TO A LINE	DO NOT WRITE IN THIS COLUMN
QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
10	White House Envelopes (6-1/2 x 10-1/2)	
10	White House Manila Envelopes (9-1/2 x 12)	
2 boxes	IPKO Binder (Smallest) Paper Clips	
10	Cardboards (9 x ll-1/2)	
	DO NOT WRITE BELOW THIS LINE	
DATE ISS	UE BY	

THE WHITE HOUSE WASHINGTON

October 31, 1975

MEMORANDUM FOR:

MR. ROBERT T. HARTMANN

FROM:

CAPTAIN L. S. KOLLMORGEN

SUBJECT:

Clock

I am sorry for the delay in getting your clock back to you; but, as I explained, there was no Navy facility available and it was necessary to send it out to a commercial repairman. Fortunately, we were able to have the work done at minimal cost because of the Staff Mess' contacts. However, we have no means of paying or absorbing this expense. Therefore, request that reimbursement in the amount of \$68.25, payable to the "White House Staff Mess", be forwarded to this office.

July hours when he was the said of the sai

DATE November 4, 1975

OFFICE	OF C	OUNSI	ELLOR	H/	ARTMAI	IN
INDIVID	UAL	Neta	Messe	ers	smith	
ROOM N	UMBEF	1st	Flr.		West	Wing
TELEPHO	ne e	XT.	2299	9		

ONE ITEM TO A LINE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	THIS COLUMN PRICE
1 box	Swingline 5000 Standard Staples No. SF-1	
2 bott1	es LIQUID PAPER	
12	White House Manila Envelopes (9-1/2 x 12)	
l box	IPKO Binder Paper Clips (Medium size)	
	-	
	DO NOT WRITE BELOW THIS LINE	
ATE ISSUE		

November 18, 1975

MEMORANDUM TO:

DRL JAMES CONNOR

FROM:

ROBERT.T. HARTMANN

@ am presently receiving the WASHINGTON STAR's late edition from Monday through Saturday. Would you please change my subscripteon so that I receive the early edition?

Thank you very much.

RTH:gar



DATE Nov. 25, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1r. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

QU	ANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
7	12	Plain Manila Envelopes (6-1/2 x 10-1/2)	
	12	Burn Bags	
	12	White House Manila Envelopes (9-1/2 x 12)	
	2	Scotch Magic Transparent Tape (3/4 inch)	
	6	Blue letter size file folders	
	6	Red " " " "	ngung di Bulung dan Kumatan Kala <u>da</u> (I Pinggyan Pinga
	6	Green " " " "	
	6	Pink " " "	the matter contrates of 44.23.00%.
	2 ream	s Rainbow Carbon Sets	
		DO NOT WRITE BELOW THIS LINE	
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		UAIL 2	
*	٠	OFFICE OF Counsellor Hartmann	,
٠		INDIVIDUAL Neta Messersmith	
	,	ROOM NUMBER 1st Flr West Wing	
		TELEPHONE EXT. 2299	
			NOT WRITE IN
01	JANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
	1	Box Index (3 x 5 x 10)	
V	12	Burn Bags [.]	
oray 3	1 Box	(Black) IBM Correctable Film Ribbon (Reorder No.1136	32)
gov 3	6	IBM Lift Off Tape (No. 1136433)	
gr.			
ļ			
		DO NOT WRITE BELOW THIS LINE	
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OFFICE CF_COUNSELLOR HARTMANN

DATE Dec. 8, 1975

		INDIVIDUAL Neta Messersmith	
	•	ROOM NUMBER 1st Flr West Wing	
		TELEPHONE EXT. 2299	
O1	JANTITY		NOT WRITE II His Column Prici
	1 box	Paper Set, Manifold & Carbon (WHITE) (8 x 10-	
	1 box	Paper Set, Manifold & Carbon (GREEN)(8 x 10-	
/	10	White House Memo Pads (4 x 5-1/4)	
v	10	White House Memo Pads (5 x 8)	Constitute Survey Research Constitute (Constitute Constitute Const
	l ream	White Bond (8 x 10-1/2)	
/	1 Box	IBM Correctable Film Ribbon (Black) (Reorder No. 1136	432)
	6	IBM Lift Off Tape (No. 1136433)	
不		DO NOT WRITE BELOW THIS LINE	
IJ	ATE ISSI	JE BY	

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Memo	Memo from Robert T. Hartmann to James E. Connor regarding a subscription to National Journal Reports, with attachments. (8 pages)	12/10/1975	С

File Location:

Robert T. Hartmann Files, Box 13, "Office - Requests for Equipment and Supplies (2)" SMD - 6/5/2015

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- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

OFFICE CF COUNSELLOR ROBERT T. HARTMANN
INDIVIDUAL Gail Ann Raiman
ROOM NUMBER First Floor West Wing
TELEPHONE EXT. 2299

ONE ITEM TO A LINE

011411WA W44		THIS COLUMN
QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
1	Ever Ready Calendar Style B-717 Brown	
6	Red Felt tip pens	
2	Unipens	
6	Black Felt tip pens	
√ 3	Jiffy Bags No. 7	
5	Jiffy Bags No. 6	
5	Jiffy Bags No. 5	
V 5	Jiffy Bags No. 4	manage and and southern continues of of 1887
	and the second s	
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DATE ISSU		

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DATE ISSUE

REQUISITION FOR SUPPLIES

			DATE	JANUART	5, 19
•	•	OFFICE CF COUNSELLOR ROBERT T. HARTMAN		•	
		INDIVIDUAL Gail Ann Raiman			
•		ROOM NUMBER First Floor, West Wing		·	
		TELEPHONE EXT. 2299			
		ONE ITEM TO A LINE		NOT WR	
QI	JANTITY	PLEASE DESCRIBE EACH ITEM FUL	_		PRICE
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DO NOT WRITE BELOW THIS LINE

OFFICE: Requests, Equipment and Supplies

CONNOR, Dr. Jim

(renewal of The Media Report

January 5, 1976

MEMORANDUM TO: JIM CONNOR

FROM:

ROBERT T. HARTMANN

According to the attached letter, my subscription to The Media Report will be expiring with the January 30, 1976 issue.

I would appreciate it if my subscription to this publication could be renewed.

Thank you.

RTH:nm

Media Research, Inc.



4720 MONTGOMERY AVENUE BETHESDA, MARYLAND 20014 TELEPHONE: (301) 986-1328

Mr. Robert T. Hartmann The White House Washington, D. C. 20500

Dear Subscriber:

In a few weeks, your subscription to The Media Report will be expiring. Our records show that your subscription ends with the issue of January 30, 1976.

We hope that you have found MR useful and informative, and that you will want to continue receiving it during the coming year. For your convenience, a renewal and reply envelope are enclosed.

With thanks,

Yours sincerely,

M. de Marne

Circulation

Encl.

The Media Report RENEWAL 2-13-76 RENEWAL 2-13-76	
Please enroll me at \$86 annually. My check is enclosed Bill me	
Mr. Robert T. Hartmann	
Title	
Firm THE WHITE HOUSE	
Address	20500
Signature Please make your check payable to Media Research, Inc., 4720 Montgomery Ave., Bethesda, Md. 20014.	
	* * * * * * * * * * * * * * * * * * * *
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	PERMIT NO. 71294 FIRST CLASS
	PERMIT NO. 71294
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4720 Montgomery Ave., Bethesda, Md. 20014	RENEWAL - February 13,
Please enroll me at \$86 annually. ☐ My check is enclosed	☐ Bill me
Name Mr. Robert T. Hartmann	
Title	
Firm The White House	
Address	
CityWASHINGTONState_D.	C. z _{ip} 20500
Signature	
Please make your check payable t Inc., 4720 Montgomery Ave., Bet	

The Media Deposit

Media Research, Inc.



Mr. Robert T. Hartmann The White House WASHINGTON, D. C. 20500

Dear Subscriber:

In a few weeks, your subscription to The Media
Report will be expiring. Our records show that your subscription ends with the issue of January 30, 1976.

We hope that you have found MR useful and informative, and that you will want to continue receiving it during the coming year. For your convenience, a renewal and reply envelope are enclosed.

With thanks,

Yours sincerely,

M. de Marne Circulation

Encl.

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	WASHINGTON, D.C. 20013

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Bethesda, Maryland 20014	
Detilesua, Ivial ylallu 20014	

DATE Jan. 6, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta C. Messersmith

ROOM NUMBER 1st Flr. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

		K	THIS COLUMN
QL	JANTITY_	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
	12	White House Manila Envelopes (9-1/2 x 12)	
	12	White House Manila Envelopes (10 x 15)	
	12	White House Manila Envelopes (12 x 16)	
	12	Cardboards (11-1/2 x 15)	
	1 Box	File Kraft/Folders (legal size)	
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MEMORANDUM

Juney, with

THE WHITE HOUSE

WASHINGTON

January 6, 1976

je - Jamore

MEMORANDUM TO: JIM CONNOR

FROM:

AGNES WALDRON

SUBJECT:

1976 World Almanacs

I would appreciate approval for the purchase of eight-1976 World

Almanacs: Six for the Research Office and two for Mr. Hartmann's

Office.

Thank you

Hor your Les

DATE Jan. 12, 1976

OFFICE CF COUNSELLOR HARTMANN
INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing
TELEPHONE EXT. 2299

ONE ITEM TO A LINE DO NOT WRITE IN THIS COLUMN PLEASE DESCRIBE EACH ITEM FULLY PRICE QUANTITY 1 Box White House Envelopes $(3-5/8 \times 6-1/2)$ White House Envelopes $(3-7/8 \times 8-3/4)$ 1 Box DO NOT WRITE BELOW THIS LINE DATE ISSUE

DATE Jan. 12, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN

		OHE HILL TO A ETTE	THIS	COLUMN
Q	JANTITY	PLEASE DESCRIBE EACH ITEM FULLY	California de Calabria de Cala	PRICE
. /	1 Box			
mice and	6 ca	(Mallory) TR133 Duracell Mercury Batteries (4.2 volts) for		
33		transistor radios (for use in Pageboys)		***************************************
· /	2 boxes	IPKO Binder Paper Clips (Small)		
· /	300	red tags		
. /	1 ro11	Avery self-adhesive CORRECTION TAPE CR-16 1 line (1/6" x 600")		
√	10	White House Memo Pads (4 x 5-1/4)	-	· Anna - race of the control of the case o
· V	10	White House Memo Pads (5 x 8)		Charles and Carlotte
/	6	Green letter size file folders		
. 🗸	6	Blue letter size file folders		d the salestiment and salestiments of the
V	1 ream	Rainbow Carbon Sets		en rijeren anderstare
•		DO NOT WRITE BELOW THIS LINE		
Ō	ATE ISSU	JE BY	1	

It is requested that the attached signature card(s) be returned to Mr. Douglas C. Scott OEOB Room 4 upon receipt of ordered material.

Non-receipt of the signature card will automatically initiate tracer action as to the current status of the material and its location.

Your assistance in this matter is sincerely appreciated.

January 12, 1976

The Timetables of History, by Bernard Grun Received by:

for Mr. Hartman Jana 6 Masseremitt

Purchase Order Number: 256-76

60 I

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER1st Floor - West Wing

TELEPHONE EXT. 2299

DO NOT WRITE IN ONE ITEM TO A LINE THIS COLUMN PLEASE DESCRIBE EACH ITEM FULLY PRICE QUANTITY 25 White House Manila Envelopes $(9-1/2 \times 12)$ DO NOT WRITE BELOW THIS LINE DATE ISSUE

OFFICE CF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1r. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN

DATE Jan. 19, 1976

PKO Binder Paper Clips (Small) 6 Green Felt Tip Pens 6 Black Felt Tip Pens 6 IBM Lift Off Tape (NO. 1136433) 12 Standard Form 63 - Memorandum of Call 1 ream White House Stationery (8 x 10-1/2) 1 ream White House Stationery (6-1/4 x 9-1/4) 3 Scotch Magic Transparent Tape (3/4 inch)	QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	1	HIS COLUMN PRICE
6 Black Felt Tip Pens 6 IBM Lift Off Tape (NO. 1136433 12 Standard Form 63 - Memorandum of Call 1 ream White House Stationery (8 x 10-1/2) 1 ream White House Stationery (6-1/4 x 9-1/4)	2 boxes	IPKO Binder Paper Clips (Small)	n arrende.	ي المراجعة
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		and the second with the second		-kanan Milane Pauminen Sakalan disengkahang mengganggang di
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DO NOT WRITE BELOW THIS LINE DATE ISSUE 1-19-76 BY Daniel F. Loade			·	

DATE January 29, 1976

OFFICE CF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1r. - West Wing

TELEPHONE EXT. 2299

BY

DATE ISSUE

DO NOT WRITE IN ONE ITEM TO A LINE THIS COLUMN QUANTITY PLEASE DESCRIBE EACH ITEM FULLY PRICE 15 Plain Manila Envelopes (9-1/2 x 12) broad VU THRU (yellow/felt tip pens) 6 gummed reinforcements for 3-hole notebook paper 1 box 10 cardboards $(9-1/4 \times 11-1/2)$ DO NOT WRITE BELOW THIS LINE

DATE Feb. 4, 1

OFFICE OF COUNSELLOR HARTMANN
INDIVIDUAL Neta Messersmith
ROOM NUMBER 1st Flr. - West Wing
TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN THIS COLUMN

		HIS COLUMN
QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
1 pkg.	ROLODEX V-File cards for Model No.V524	The second section of the section of th
10	White House Memo Pads (4 x 5-1/4)	
10	White House Memo Pads (5 x 8)	
1 Box	IBM Correctable Film Ribbon (Black)(Reorder #	1136432)
1 Box	IBM Lift Off Tape (No. 1136433)	
1 Box	Fanfolded File Folder Labels (SALMON) like at	ached
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DATE ISSU	The state of the s	

		DATE February 13, 19	7
,	•	OFFICE OF COUNSELLOR HARTMANN	
	• .	INDIVIDUAL Neta Messersmith	•
•		ROOM NUMBER 1st F1r West Wing	- :
		TELEPHONE EXT. 2299	
	•	ONE ITEM TO A LINE DO NOT WRITE IN THIS COLUMN	:
9	JANTITY	PLEASE DESCRIBE EACH ITEM FULLY PRICE	i
	1 Box	The second secon	•
	1 Ream	(7510-634-1358) Rainbow Carbon Setups	
	12	Burn Bags	
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BY

DATE ISSUE

DATEFeb. 23, 1976

OFFICE OF COUNSELLOR HARTMANN
INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing
TELEPHONE EXT. 2299

ONE ITEM TO A LINE

OO NOT WRITE IN THIS COLUMN

THIS COLUMN				
QUANTITY	QUANTITY PLEASE DESCRIBE EACH ITEM FULLY			
4 boxe	s BINDER CLIPS No. 20 Small (3/8" capacity)			
4 boxe	s No. 1 Paper Clips			
Box	Kraft File Folders (Letter Size - Third Cut)	المتعادمات ويستنف فيستان والمتعارض والمتعارض والمتعارض والمتعارض		
1 Box	Paper Set, Manifold & Carbon (WHITE) (8x10-1/2)			
1 Box	Paper Set, Manifold & Carbon (GREEN) (8x10-1/2)	The state of the s		
1 rea	m White Bond (8 x 10-1/2)			
6	Blue Ball-point pens (Fine point) BIC	The state of the s		
6	Black Ball-point pens (Fine point) BIC			
		**		
	DO NOT WRITE BELOW THIS LINE			
DATE ISSUE BY				

DATE Feb. 27, 1976 OFFICE OF COUNSELLOR HARTMANN INDIVIDUAL Neta C. Messersmith ROOM NUMBER 1st Floor - West Wing TELEPHONE EXT. 2299 DO NOT WRITE IN ONE ITEM TO A LINE THIS COLUMN PLEASE DESCRIBE EACH ITEM FULLY PRICE **YTITAA** Cardboards $(16-1/2 \times 21-1/4)$ 6 Envelopes. (17×22) Jiffy Bags No. 4 Legal Size One-half Gusset (with flap & tie) 2 reams Rainbow Carbon Setups Ace Liner Model No. 502 Stapler White House Memo Pads $(4 \times 5-1/4)$ 10 -1 ream White House Stationery (8 x 10-1/2) DO NOT WRITE BELOW THIS LINE

BY

ATE ISSUE

	•	•		DATE	March	23.197
OFFICE OF	ROBERT T. HA	ARTMANN			•	
INDIVIDUAL	Gail Ann Rai	lman				
ROOM NUMBER	First Floor	West Wi	ng			
TELEPHONE EX	7. 2299)				

ONE ITEM TO A LINE DO NOT WRITE IN THIS COLUMN PLEASE DESCRIBE EACH ITEM FULLY PRICE QUANTITY 3 ring black vinal notebooks DO NOT WRITE BELOW THIS LINE

BY

DATE ISSUE

CONNOR, JIM

(re. renewal of subscription to THE POLITICAL ANIMAL)

March 26, 1976

MEMORANDUM TO: JIM CONNOR

FROM: ROBERT T. HARTMANN

According to the attached invoice and renewal notice (the originals of which have been returned to the office of Mr. Wilbur H. Jenkins) my subscription to The Political Animal will be expiring with the April 2, 1976 issue.

I would appreciate it if my subscription to this publication could be renewed.

Thank you.

cc: Mr. Wilbur H. Jenkins

RTH: nm





March 15, 1976

Mail to:

Mr. Robert T. Hartman Counselor to the President The White House Washington, D. C. 20500

Bill to:

Wilbur H. Jenkins Administrative OFFICER The White House Washington, D. C. 20500

INVOICE_

One-year renewal subscription to "The Political Animal" @\$35.00.

Amount due: \$35.00

Thank you.



March 15, 1976

Mail to:
Mr. Robert T. Hartman

Counselor toe the President The White House Washington, D. C. 20500

Bill to: Wilbur H. Jenkins
Administrative Officer
The White House

Your subscription will expire on 4-2-76. Please check below for renewal.

RENEWAL NOTICE

Enclosed is my check for \$35.00 for a one year subscription;

Please make payable to: THE POLITICAL ANIMAL, INC.
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for opinion makers. It tracks the personalities and issues making th
news in California politics.

\$60.00 for two years.