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DATE April 5, 1976

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DATE April 28, 1976.

OFFICE CF COUNSELLOR HARTMANN

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THE WHITE HOUSE WASHINGTON

May 11

TO: SARA EMERY

FROM: NETA MESSERSMITH

Forwarded per our telephone conversation of this morning.



April 25, 1976

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

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

RENEWAL NOTICE

Enclosed is my check for \$35.00 for a one year subscription; \$60.00 for two years.
Please make payable to: THE POLITICAL ANIMAL, INC.
☐ One Year, \$35.00 ☐ Two Years, \$60.00
☐ Bill Master Charge My Account #
☐ Bill BankAmericard My Account #
☐ Bill me (Corporations and Government only.)
Political Initial is a confidential weekly insider's newsletter for opinion makers. It tracks the personalities and issues making the news in California politics.

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



DATE May 13 1976_

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

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DO NOT WRITE IN

QL	ANTITY	PLEASE DESCRIBE EACH ITEM FULLY PRICE
1	1 box	Swingline - 5000 standard staples No. S.F1
1	3 boxe	BINDER CLIPS No. 20 Small (3/8" capacity)
	10	White House Memo Pads (4 x 5-1/4)
1	10	White House Memo Pads (5 x 8)
V	3	Scotch Magic Transparent Tape (3/4 inch)
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MEMORANDUM

CONNOR, JAMES

THE WHITE HOUSE

WASHINGTON

May 17, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA:

ROBERT T. HARTMANN

FROM:

GWEN ANDERSON W

SUBJECT:

PURCHASE OF PAMPHLETS FOR RESEARCH

Purchase of five (5) pamphlets on Presidential candidates for use by research, \$1.50 each-----\$7.50

Make check payable to Marcia Stark
4500 South Four Mile Run Drive
Apt. 1027
Arlington, Virginia 22204



DATE JUNE 2, 1976_

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

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DATE ISSUE

BY

WASHINGTON

June 2, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA:

ROBERT T. HARTMANN

FROM:

GWEN ANDERSON OF

SUBJECT:

PURCHASE OF PAMPHLETS FOR RESEARCH

Purchase of ten (10) pamphlets on Presidential candidates for use by research, \$1.50 each-----\$15.00 (no receipts given)

Make check payable to Marcia Stark

4500 South Four Mile Run Drive

Apt. 1027

Arlington, Virginia 22204



15.

DATE June 24, 1976

OFFICE OF COUNSELLOR HARTMANN
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ROOM NUMBER1st Floor - West Wing
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DATE June 30, 1976

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WASHINGTON

June 30, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA:

ROBERT T. HARTMANN

VIA:

DOUG J. SMITH

FROM:

GWEN ANDERSON

SUBJECT:

REIMBURSEMENT FOR PURCHASE OF

BOOKS

For purchase of two (2) books THE MAN WHO
PARDONED NIXON - \$8.95 per book plus tax-----\$18.80

No receipt given - purchased at Brentano's Book Store on June 22, 1976

Make check payable to Mrs. Gwen Anderson 1 Washington Circle, #316 Washington, D. C. 20037

Request - Office Supplies & Equipment

CONNOR, JAMES

(requesting books for Research Office)

June 30, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA

ROBERT T. HARTMANN

VIA:

DOUGLAS J. SMITH

FROM:

GWEN ANDERSON

SUBJECT:

PURCHASE OF NEW BOOKS

Dr. Charles McCall has requested that the Research Office obtain copies of the following works, as shown on the attached sheet of paper.

GAA:nm



NEW BOOK LIST

Survey Research Charles H. Backstrom & Gerald D. Hursh

John Quincy Adams Samuel Flagg Bemis

American Political Parties: Their Natural History Wilfred E. Binkley

The Exploring Spirit: America and the World- Then & Now Daniel Boarstin

An American Primer Daniel Boerstin

The Americans Daniel Boarstin
The Colonial Experience
The Democratic Experience
The National Experience

The Fourth President Irving Brant

Candidates '76 Congressional Quarterly

Elections: '76 Congressional Quarterly

National Party Conventions 1831-1972 Congressional Quarterly

Presidency 1975 Congressional Quarterly

President Ford: The Man and His Record Congressional Cuarterly

Roosevelt: The Lion and the Fox
Roosevelt: The Soldier of Freedom James MacGregor Burns

Why Not the Best? James Carter

Comparative Guide to American Colleges James Cass and Max Birnbaum (current edition)

The New Dictionary of Thoughts Compiled by Edwards

Records of the Federal Convention Max Ferrand, (ed.)
(Yale Edition)

George Washington James T. Flexner

-The Forge of Experience

-In the American Revolution

*And the New Nation

-(Fourth Edition)



Continued - Pg. 2

Ethnicity in the United States Andrew Greeley

Restraining Myths Richard Hamilton

Medallion World Atlas Hammond Inc.
(Current Edition)

Life & Times of Theodore Roosevelt William H. Harbaugh

A Second Federalist Charles S. Hyeman and George Carey (eds.)

Andrew Jackson James Marquis

The Ethic Factor Mark Levy & Michael Kramer

The Federalist Papers James Madison, Alexander Hamilton, John Jay

A New Dictionary of Quaotations H. L. Mencken

The Changing American Voter Norman Nie, Sidney Verba, & John Petrocik

Eisenhower & the American Crusades Herbert S. Parmet

National Party Platforms Kirk H. Porter & Donald B. Johnson (eds.)

Lincoln the President James G. Randall

History of American Elections Arthur Schlesinger Jr.

A History of U.S. Political Parties Arthur Schlesinger Jr.

Contemporary Quotations James B. Simpson (ed.)

John Adams Page Smith

The Book of Presidents Tim Taylor (A New York Times Book)

Democracy in America Alexis de Tocqueville

Mankind and Mother Earth Arnold Toynbee

Barletts Familiar Quotations (14th Edition)

Book of the States 1976-77

Books in Print, VI & II (Current Edition)

Continued - pg. 3

Encyclopedia of Associations (Current Edition)

Guidelines for Campaign Compliance

International Who's Who (Current Edition)

Who's Who in American Politics 1976

Who's Who in Europe (Current Edition)

Who's Who in Show Business (Current Edition)

Who's Who of American Women (Current Edition)

The World Almanac 1976 (THREE COPIES)

Cruden's Complete Concordance Published by Zondervan

Inaugural Addresses of the Presidents of the U.S. 1789-1973 U.S. Gov't Printing Office

Random House Unabridged Dictionary (Complete Edition)

Waringer's English Usage

Who Was Who

The Presidents of the U.S. (1789-1976) Library of Congress
(A selected list of References)

The Quotable Richard M. Nixon - pub. by Droke House



WASHINGTON

July 2, 1976

MEMORANDUM FOR COLONEL LEONARD RILEY

VIA:

ROBERT T. HARTMANN

FROM:

DOUGLAS J. SMITH

This is to request that page boys be issued to Douglas J. Smith, Robert Orben, Gwen Anderson, Dr. Charles McCall, and Susan Philpott.

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OFFICE: Requests, Equipment & Supplied

James E. Connor

July 16, 1976

I would appreciate your ordering
two copies of the 1976 Congressional
Staff Directory for use by members
of my staff.

Thank you.



THE WHITE HOUSE WASHINGTON

From: Robert T. Hartmann

MA

To: James E. Connor

Date: July 16, 1976 Time: p.m.

I would appreciate your ordering two copies of the 1976 Congressional Staff Directory for use by members of my staff.

Thank you.



THE WHITE HOUSE WASHINGTON

We asked to have 8 copies of the 1975 Congressional Staff Directories ordered for members of your staff.

How many should we order for 1976?

RTH DJS

Gwen - Has and

Neta Gail
Susan

Research - Has one



Post Office Box 62, Mount Vernon, Virginia 22121 (703) 836-7500

FIRST CLASS MAIL

Dear Subscriber:

Whatever your definition of power in Washington, it must, of necessity include the Congressional aides who advise the Members, plan the committee and subcommittee hearings, and often draft the legislation that becomes law ... and affects your very existence.

We know you know this. That's why we're puzzled. You've used the <u>Congressional Staff Directory</u>. You know how much time it saves ... how many new doors it helps you to open ... how its color coding helps you turn instantly to the staff individual or subcommittee you need ... you've used the 2,000 staff biographies to locate the staff expert who can help you. You know the <u>Staff Directory</u> is a best buy.

Eighty-six percent of our subscribers renewed their subscriptions last year. The response to our first mailing which you received late in December was heavier than usual, indicating that our subscribers realize this is a year of change ... both on the Hill and downtown.

In 1976, some committee staffs have increased by 40 percent and there are now 358 committees and subcommittees in Congress. Nearly every Member has added two or three to the staff of the office in Washington and back home in the district or state.

Both the new Advance Locator and the new 1976 Congressional Staff Directory are ready to go to work for you right now! You'll remember the Advance Locator, a pre-publication preview of the complete book with essential data on the Members and their districts, names of two top aides, and this year, 80 pages of update on the Executive Branch. This is the book your secretary likes to use all year for names, and office addresses, telephone extensions, and home district offices.

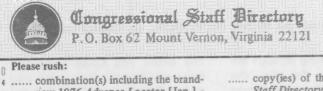
Looking ahead, you'll be concerned with the Fall election and the 95th Congress. California, Florida, and Ohio may elect Members from new districts. This sixth edition of the 288 page Election Index with Redistricted States is published in September. It brings you biographical briefs of Congressional candidates, a list of cities and towns in each constituency and voting patterns since 1968.

When the right call to the right individual is important to you, may we help you locate him ... or her ... instantly?

Sincerely.

Charles B. Brownson

Editor - Publisher



0000012341111	new 1976 Advance Locator [Jan.] - a revised 1976 Congressional Staff Directory [Apr.] - and the 1976 Election Index with Redistricted	Staff Directo	the new 1976 Advance anded to include the inch [Jan.] \$5.00	copy(ies) of the 1976 Election Inde with Redistricted States previewing the candidates, voting statistics, and the new districts for the upcoming election and the 95th Congret [Sept.] \$7.0	ng nd ng sss
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You can eliminate searching through the Congressional Directory, the atlas, the National Zip Code Directory, the Senate and House telephone books, and a stack of 39 out-of-date Committee Calendars.

Let the *Congressional Staff Directory* help you pinpoint the *right* individual and locate him . . . or her . . . *instantly!*

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Roscoe Drummond wrote, "True, it is the members of Congress who appear to make the decisions, and who in a sense do make the decisions. But it is the professional committee staffs - the experts, the technicians, the research scholars, and the investigators - who constitute the power of initiative behind the committees. They shape the reports which shape the decisions and, when properly balanced between the two parties, help produce alternative courses of policy."

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THE WHITE HOUSE WASHINGTON

June 3, 1975

Mr. Hartmann:

Today we recieved 8 copies of the Congressional Staff Directory.

To whom do you wish them to be distributed?

VJTC has his copy
Lewen
Weta

Weta

That's 8

Ruth Susan Joann

Gail

ORDER FOLLOWING COPIES OF NEW CONGRESSIONAL STAFF DIRECTORIES:

- 1 RTH
- 1 .. JTC
- 1 GA
- 1 PAT
- 1 Research (PAT)
- 1 Room 126 EOB
- 2 extra copies

WASHINGTON

From: Robert T. Hartmann

To: Jerry H. Jones

Date: March 11, 1975

Time

p.m.

Enclosed is material concerning the new 1975 Congressional Staff Directory, which will be available late in April.

I would appreciate your ordering 8 copies of this <u>Directory</u> for use by members of my staff.

Thank you.



ORDER FOLLOWING COPIES OF NEW CONGRESSIONAL STAFF DIRECTORIES:

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- 1 GA
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- 2 extra copies

DATE July 23, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing

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DATE July 27, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Floor - West Wing

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DATE July 29, 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

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CONNOR, JAMES E.

August 2, 1976

MEMORANDUM FOR: JAMES E. CONNOR

FROM: ROBERT T. HARTMANN

SUBJECT: PUBLIC PAPERS OF THE PRESIDENTS

GERALD R. FORD - 1974

I would appreciate receiving four copies of the above publication for members of my staff.

Thank you very much.

RTH:nm



August 4, 1976

MEMORANDUM FOR THE STAFF SECRETARY

FROM:

ROBERT T. HARTMANN

SUBJECT:

Renewal of Subscriptions

Please have renewed my office subscriptions for for following publications:

1. Evans-Novak Political Report

2. The American Political Report

Thank you very much.

RTH:nm



THE WHITE HOUSE
WASHINGTON

Mr. Hartmann:

8/3/76

Our original request for subscriptions to these 2 publications was Feb. 3, 1975.

The Accounts Office (2220) has no record of renewal requests from us for either of these.

We are still receiving Evans-Novak Political Report (Interesting Note: Cindy of Evans-Novak called yesterday to ask when our subscription was entered. I told her I would check and let her know(298-7850).

We have not received The American Political Report for a long time.

Neta

THE WHITE HOUSE

August 4, 1976

MEMORANDUM FOR THE STAFF SECRETARY

FROM:

ROBERT T. HARTMANN

SUBJECT:

Renewal of Subscriptions

Please have renewed my office subscriptions for for following publications:

1. Evans-Novak Political Report

2. The American Political Report

Thank you very much.



THE WHITE HOUSE

February 3, 1975

MEMORANDUM FOR THE STAFF SECRETARY

FROM:

ROBERT T. HARTMANN

SUBJECT:

SUBSCRIPTIONS TO POLITICAL NEWSLETTERS

Please enter subscriptions for the Evans and Novak Political Report and Kevin Phillips' American Political Report.

Jones (2206) - Subscriptions approved

South (2206) - Subscriptions approved

Scott (2206) - Revin Rhillips say Copia

Scott (2206) Revin Rhillips say Copia

Scott (2206) Revin Rhillips say the

Scott (2206) - Subscriptions approved

To Rich 28 issues were sent

To Rith.

Mr. Seatt is calling to check further

on Grans + Noveks (they say they

never received his purchase onders)







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4720 MONTGOMERY AVENUE, BETHESDA, MARYLAND 20014 Telephone (301) 654-4990

July 12, 1976

Mrs. Gwen A. Anderson
Deputy Executive Assistant to the Counselor to the President
The White House Office
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Mrs. Anderson:

If you're bogged down in election year reading, here's a light summer thought.

Here at THE AMERICAN POLITICAL REPORT, we monitor political articles from over 80 U.S. newspapers, including at least one in each state. The result? Unparalleled up-to-themoment information on Presidential, Congressional, Senate and gubernatorial races, plus periodic analyses of party situations and key national and regional trends.

Such information is expensive to come by. If you subscribed to all eighty papers, the subscriptions would cost \$8,600 a year. And you would probably pay twice as much again to have the material boiled down and synthesized.

So why not do as others do? Get it all in eight packed, biweekly pages for just \$94 a year. Subscribe to THE AMERICAN POLITICAL REPORT, the only Washington newsletter quoted by opinion-molders like David Broder of The Washington Post and just this Spring described as "widely read" on the editorial page of The Wall Street Journal. A recent sample copy of APR is enclosed for your convenience, as are business reply forms.



THE WHITE HOUSE WASHINGTON

August 5, 1976

Called Eleanor in Dr. Connor's office.

She said just disregard this statement.

Neta

STATEMENT

Who'sWho

Marquis Who's Who Inc. 4300 West 62nd Street Indianapolis, Indiana 46268

DATE 07/24/76

ACCOUNT NO. 295515

PAGE NO.

TYPE CODES

- 1. Invoice
- 2. Credit Memo
- 3. Debit Memo
- 4. Partial Payment
- 5. Time Payment
- 6. Payment on Account
- 7. Duplicate Payment
- 8. Adjustment

HARTMANN R T THE WHITE HOUSE WASHINGTON

DC 20500

INVOICE DATE	INVOICE NUMBER	DAYS PAST DUE	INDICATE ITEMS BEING PAID	CUSTOMER P.O. NUMBER		OUTSTANDING CHARGES
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PREVIOUS BALANCE

63.10

THIS MONTHS CHARGES
AND CREDITS

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THIS MONTHS PAYMENTS

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TOTAL NOW DUE

63.10

PLEASE RETURN
THIS STATEMENT
WITH YOUR
REMITTANCE

MAKE CHECK PAYABLE TO:

MARQUIS WHO'S WHO

PAY THIS AMOUNT

OFFICE: REQUESTS, EQUIPMENT & SUPPLIES

CONNOR, JAMES E.

(re. for WHO's WHO)

July 7, 1976

MEMORANDUM TO: JAMES E. CONNOR

FROM: ROBERT T. HARTMANN

SUBJECT: Vol. 39, Who's Who in America

Bicentennial Edition

I would appreciate it if the attached invoice and statement for one set (2 books) of Vol. 39 of WHO's WHO could be authorized for payment.

Thank you for taking care of the above request.

RTH:nm



THE WHITE HOUSE

WASHINGTON

July 7, 1976

MEMORANDUM TO: JAMES E. CONNOR

FROM: ROBERT T. HARTMANN

SUBJECT: Vol. 39, Who's Who in America

Bicentennial Edition

I would appreciate it if the attached invoice and statement for one set (2 books) of Vol. 39 of WHO's WHO could be authorized for payment.

Thank you for taking care of the above request.



STATEMENT



Marquis Who's Who Inc. 4300 West 62nd Street Indianapolis, Indiana 46268

DATE 06/26/76

.00

PLEASE RETURN THIS STATEMENT WITH YOUR

REMITTANCE

HARTMANN R T

WASHINGTON

THE WHITE HOUSE

295515

PAGE NO.

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TYPE CODES

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- 2. Credit Memo
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MAKE CHECK PAYABLE TO

MARQUIS WHO'S WHO

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YOUR ACCOUNT NO.

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Marquis Who's Who Inc. 4300 West 62nd Street Indianapolis, Indiana 46268

INVOICE NO.

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- 1. PLEASE REFER TO YOUR ACCOUNT NO., INVOICE NO., AND INVOICE DATE ON ALL CORRESPONDENCE.
- 2. PLEASE RETURN 1 COPY OF THE INVOICE WITH YOUR REMITTANCE TO INSURE PROPER CREDIT.
- 3. MAKE NO RETURNS WITHOUT WRITTEN CONSENT.

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STATEMENT

REMITTANCE



Marquis Who's Who Inc. 4300 West 62nd Street Indianapolis, Indiana 46268

DATE

06/26/76

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ACCOUNT NO.

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1. Invoice

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- 3. Debit Memo
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AND MARQUIS ACADEMIC MEDIA

Marquis Who's Who Inc. 4300 West 62nd Street Indianapolis, Indiana 46268

INVOICE NO.

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IMPORTANT

- 1. PLEASE REFER TO YOUR ACCOUNT NO., INVOICE NO., AND INVOICE DATE ON ALL CORRESPONDENCE.
- 2. PLEASE RETURN 1 COPY OF THE INVOICE WITH YOUR REMITTANCE TO INSURE PROPER CREDIT.
- 3. MAKE NO RETURNS WITHOUT WRITTEN CONSENT.

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Marquis Who's Who Inc. 4300 West 62nd Street Indianapolis, Indiana 46268 HANDLING CHG. 1.50 SALES TAX C.O.D. CHG. AMOUNT REC'D **AMOUNT DUE** 63.10

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ORIGINAL

INC., BOX 26294, INDIANAPOLIS, IND.

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THE WHITE HOUSE WASHINGTON

August 5, 1976

MEMORANDUM FOR DR. JAMES CONNOR

VIA:

ROBERT T. HARTMANN

FROM:

GWEN ANDERSON

SUBJECT:

BOOK ORDER

I would like to order two (2) copies of PUBLIC PAPERS OF THE PRESIDENT, GERALD R. FORD, 1974 for use by the Research Department and my office.

Thank you for your assistance in this request.



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REQUISITION FOR SUPPLIES

DATE August 9, 1976

OFFICE OF Counsellor Hartmann
INDIVIOUAL Neta Messersmith
ROOM NUMBER 1st Floor - West Wing
TELEPHONE EXT. 2299

		ONE ITEM TO A LINE DO NOT WRITE IN
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1	12	Blue Ball Point Pens (BIC)
1	1 box	IBM Correctable Film Ribbon (#1136432)
1	1 box	IBM Lift-Off Tape (#1136433)
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REQUISITION FOR SUPPLIES

DATE August 10, 1976

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st F1r. - West Wing
TELEPHONE EXT. 2299

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THE WHITE HOUSE WASHINGTON

August 10, 1976

MEMORANDUM FOR: DR. CONNOR

VIA:

ROBERT HARTMANN

GWEN ANDERSON

FROM:

CHARLES McCALL (HM

SUBJECT:

Request for Reimbursement for Book Purchases

The Research Office had immediate need for Jimmy Carter's Why Not the Best? and Walter F. Mondale's The Accountability of Power so I purchased a copy of each at Sidney Kramer Books. The total amount was \$15.18. I have attached the cash register receipt.

##15.18 T 3352 10/16%

OFFICE: Requests, Equipment and Supplies

SCOUTEN, Rex

Re: Fresh Flowers

August 11, 1976

MEMORANDUM TO:

REX SCOUTEN

FROM:

ROBERT T. HARTMANN

May I please be included among those who receive fresh flowers in their office each week?

Thank you.

RTH:gar



Office: Requests, Equipment and

Supplies

CONNOR, Jim

re: typewriter balls

August 13, 1976

MEMORANDUM TO: JIM CONNOR

FROM:

ROBERT T. HARTMANN

I would like to have two "Speech-type" typewriter balls to fit the Selectric typewriters in the Staff Office in Kansas City.

Thank you.

RTH:gar



REQUISITION FOR SUPPLIES

DATE Aug. 26, 1976

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

QUANTITY	ONE ITEM TO A LINE	DO NOT WRITE IN THIS COLUMN
QUARTITI	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
15	BURN BAGS	
3 boxes	Binder Clips (Small) 7510-00-282-8201	

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