

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.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

THE WHITE HOUSE

WASHINGTON

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

nm

REQUEST FOR ISSUE OR TURN-IN

(AR 735-28)

X	ISSUE	SHEET NO.	NO. OF SHEETS	5. REQUEST NUMBER
	TURN-IN	1	1	

1. FROM: White House Comm. Agency Materiel Annex, rm. 448 EOB	6. DATE MATERIEL REQUIRED	7. PRIORITY
--	---------------------------	-------------

2. TO: Calkins, John T. Hartmann's Staff-1 w/w	8. VOUCHER NUMBER	9. POSTED	DATE	BY
		DATE	BY	

3. ACCOUNTING AND FUNDING DATA	a. COST ACCOUNT CODE	b. WORK ORDER NUMBER
--------------------------------	----------------------	----------------------

4. END ITEM IDENTIFICATION	a. NAME AND MANUFACTURER	b. MODEL	c. SERIAL NUMBER	d. PUBLICATION
----------------------------	--------------------------	----------	------------------	----------------

a. ITEM NO.	b. STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	* c. CODE	UNIT d. ISSUE	QUANTITY	SUPPLY ACTION	UNIT PRICE	TOTAL COST
				e	f	g	h
	Radio KLH- ser. #072785			ea 1	1		
	Forxxxxxx						



<input type="checkbox"/> FUNDED	<input type="checkbox"/> UNFUNDED	<input type="checkbox"/> CONSUMABLE	<input type="checkbox"/> NON-CONSUMABLE	<input type="checkbox"/> CREDITABLE	<input type="checkbox"/> NON-CREDITABLE	SHEET TOTAL
---------------------------------	-----------------------------------	-------------------------------------	---	-------------------------------------	---	-------------

* ISSUE — I-Initial; R- Replacement TURN-IN — U-Unserviceable; S-Serviceable GRAND TOTAL

10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED	DATE	BY	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN	DATE	BY
	21 Jan. 75	<i>Thomas R. Hollinger</i>		21 Jan. 75	<i>Neta Messersmith</i>

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE July 2, 1975

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
THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
1 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

BY

OFFICE: Request for Equipment
(radio)

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

(AR 735-28)

X	ISSUE	SHEET NO	NO. OF SHEETS	3. REQUEST NUMBER
	TURN-IN			

1. FROM: White House Comm. Agency Materiel Annex. 448 EOB		6. DATE MATERIEL REQUIRED		7. PRIORITY	
2. TO: Hartmann, Robert 1 W/W		8. VOUCHER NUMBER		9. POSTED	DATE BY

3. ACCOUNTING AND FUNDING DATA	a. COST ACCOUNT CODE	b. WORK ORDER NUMBER
--------------------------------	----------------------	----------------------

4. END ITEM IDENTIFICATION	a. NAME AND MANUFACTURER	b. MODEL	c. SERIAL NUMBER	d. PUBLICATION
----------------------------	--------------------------	----------	------------------	----------------

ITEM NO.	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	* CODE	UNIT OF ISSUE	QUANTITY	SUPPLY ACTION	UNIT PRICE	TOTAL COST
	Radio SONY, AM/FM, ser. #346674		ea	1	1		
	For Turn-In or Repair CALL:395-4271.....						

<input type="checkbox"/> FUNDED	<input type="checkbox"/> UNFUNDED	<input type="checkbox"/> CONSUMABLE	<input type="checkbox"/> NON-CONSUMABLE	<input type="checkbox"/> CREDITABLE	<input type="checkbox"/> NON-CREDITABLE	SHEET TOTAL
---------------------------------	-----------------------------------	-------------------------------------	---	-------------------------------------	---	-------------

*ISSUE—*I-Initial; R-Replacement* TURN-IN—*U-Unserviceable, S-Serviceable* GRAND TOTAL

10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED	DATE	BY	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN	DATE	BY
	11 July 75	Thomas R. Tellez		11 July 75	Meta Messersmith

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE July 25, 1975

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta Messersmith

ROOM NUMBER 1st Fl. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN
THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
5	Jiffy Shipping Bags (size 0)	
5	Jiffy Shipping Bags (size 6)	
5	Jiffy Shipping Bags (size 7)	
1 pkg.	Small Presidential Stationery (6-3/4 x 8-7/8) (See attached sample)	
2	Unipen refills	

DO NOT WRITE BELOW THIS LINE
BY

DATE ISSUE

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE JULY 30, 1975

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
10	White House Manila Envelopes (12 x 16)	
6	Shorthand notebooks (preferably wide-lines)	
2	rolls Scotch Magic Transparent Tape (3/4")	
1 ream	Rainbow Carbon Sets	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE August 9, 1975

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
10	White House Memo Pads (5 x 8)	
10	White House Memo Pads (4 x 5-1/4)	
6	IBM Correctable Film Ribbon (Reorder No. 1136432) (Black)	
6	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	Red Felt-Tip pens	
3 boxes	No. 1 Gem paper clips (100 per box)	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

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

DO NOT WRITE IN
THIS COLUMN

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 ream	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 boxes	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

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE September 11, 1975

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY		PRICE
✓ 6	Jiffy Shipping Bags (No. 2)		
✓ 6	Jiffy Shipping Bags (No. 5)		
✓ 200	Gummed White House labels		
✓ 6	IBM Lift Off Tape (No. 1136433)		
✓ 10	White House Memo Pads (5 x 8)		
✓ 10	White House Memo Pads (4 x 5-1/4)		
✓ 12	Standard Form 63 - Memorandum of Call		

DO NOT WRITE BELOW THIS LINE

DATE ISSUE BY

THE WHITE HOUSE

WASHINGTON

September 26, 1975

TO: JAMES E. CONNOR

FROM: NETA MESSERSMITH *nm*

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. Hartmann

To: _____

Date: _____

Time _____ a. m.
p. m.

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.

RTH:gar

REQUISITION FOR SUPPLIES

OFFICE OF COUNSELLOR HARTMANN

DATE October 3, 1975

INDIVIDUAL NETA MESSERSMITH

ROOM NUMBER 1st Flr. - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 2 boxes	IPKO Binder (Smallest) Paper Clips	
✓ 2	Unipens .	
✓ 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)	
DO NOT WRITE BELOW THIS LINE		

DATE ISSUE

BY

REQUEST FOR ISSUE OR TURN-IN (AR 735-28)				I ISSUE TURN-IN		SHEET NO. NO. OF SHEETS		5. REQUEST NUMBER	
1. FROM: White House Comm. Agency Materiel Annex, 448 FOB				6. DATE MATERIEL REQUIRED			7. PRIORITY Per Inventory		
2. TO: Hartmann, R. 1W/W				8. VOUCHER NUMBER			9. POSTED		DATE BY
3. ACCOUNTING AND FUNDING DATA		a. COST ACCOUNT CODE		b. WORK ORDER NUMBER					
4. END ITEM IDENTIFICATION		a. NAME AND MANUFACTURER		b. MODEL		c. SERIAL NUMBER		d. PUBLICATION	
a. ITEM NO.	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES b			* CODE c	UNIT OF ISSUE d	QUANTITY e	SUPPLY ACTION f	UNIT PRICE g	TOTAL COST h
	IBM 272 - ser. # 3447809			ea	1				
	IBM 271 - ser. # 3018819			ea	1				
	IBM 271 - ser. # 3008556 (Pres. Replace)			ea	1				
	Radio SONY - ser. # 346674			ea	1				
	Radio SONY - ser. # 347318 (EOB 126)			ea	1				
<input type="checkbox"/> FUNDED <input type="checkbox"/> UNFUNDED <input type="checkbox"/> CONSUMABLE <input type="checkbox"/> NON-CONSUMABLE <input type="checkbox"/> CREDITABLE <input type="checkbox"/> NON-CREDITABLE								SHEET TOTAL	
* ISSUE - I-Initial; R-Replacement TURN-IN - U-Unserviceable; S-Serviceable								GRAND TOTAL	
10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED		DATE 6 Oct 75		BY Thomas R. Allen		11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE BY Neta Messersmith	

REQUISITION FOR SUPPLIES

DATE Oct. 14, 1975

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**

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 1 ream	White House Stationery (6-1/4 x 9-1/4)	
✓ 10	White House Memo Pads (4 x 5-1/4)	
✓ 10	White House Memo Pads (5 x 8)	
✓ 1 ream	Rainbow Carbon Sets	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE BY

REQUISITION FOR SUPPLIES

DATE Oct. 22, 1975

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

QUANTITY	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)	
6	Blue Ball-point pens (Fine Point) BIC	
6	Black Ball-point pens (Fine Point) BIC	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 31, 1975

MEMORANDUM FOR: MR. ROBERT T. HARTMANN
FROM: CAPTAIN L. S. KOLLMORGEN *K*
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.

*Told him it
US Navy property
not mine.
Capt K said they
would pay
RTK*



11

THE WHITE HOUSE
REQUISITION FOR SUPPLIES

DATE November 4, 1975

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
1 box	Swingline 5000 Standard Staples No. SF-1	
2 bottles	LIQUID PAPER	
12	White House Manila Envelopes (9-1/2 x 12)	
1 box	IPKO Binder Paper Clips (Medium size)	

DO NOT WRITE BELOW THIS LINE
BY

DATE ISSUE

OFFICE REQUESTS
Re: Change of edition of
WASHINGTON STAR

November 18, 1975

MEMORANDUM TO: DRL JAMES CONNOR
FROM: ROBERT.T. HARTMANN

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

Thank you very much.

RTH:gar



REQUISITION FOR SUPPLIES

DATE Nov. 25, 1975

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
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 " " " "	
6	Green " " " "	
6	Pink " " " "	
2 reams	Rainbow Carbon Sets	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE Dec. 5, 1975

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

QUANTITY PLEASE DESCRIBE EACH ITEM FULLY PRICE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 1	Box Index (3 x 5 x 10)	
✓ 12	Burn Bags (Black)	
only got 3 ✓ 1	Box IBM Correctable Film Ribbon (Reorder No. 1136432)	
only got 3 ✓ 6	IBM Lift Off Tape (No. 1136433)	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE Dec. 8, 1975

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 1 box	Paper Set, Manifold & Carbon (WHITE) (8 x 10-1/2)	
✓ 1 box	Paper Set, Manifold & Carbon (GREEN) (8 x 10-1/2)	
✓ 10	White House Memo Pads (4 x 5-1/4)	
✓ 10	White House Memo Pads (5 x 8)	
1 ream	White Bond (8 x 10-1/2)	
✓ 1 Box	IBM Correctable Film Ribbon (Black) (Reorder No. 1136432)	
✓ 6	IBM Lift Off Tape (No. 1136433)	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

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	C

File Location:

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

RESTRICTION CODES

- (A) Closed by applicable Executive order governing access to national security information.
- (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.

REQUISITION FOR SUPPLIES

DATE JANUARY 5, 76

OFFICE OF COUNSELLOR ROBERT T. HARTMANN

INDIVIDUAL Gail Ann Raiman

ROOM NUMBER First Floor West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN 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	
✓ 5	Jiffy Bags No. 4	
	DO NOT WRITE BELOW THIS LINE	

DATE ISSUE

BY

O.C.

7

REQUISITION FOR SUPPLIES

DATE JANUARY 5, 1976

OFFICE OF COUNSELLOR ROBERT T. HARTMANN

INDIVIDUAL Gail Ann Raiman

ROOM NUMBER First Floor, West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN
THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
2	National 1976 Time Line Appointments Books	

DO NOT WRITE BELOW THIS LINE

DATE ISSUED

BY

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,

A handwritten signature in cursive script that reads 'M. de Marne'. The signature is written in dark ink and is positioned above the typed name.

M. de Marne
Circulation

Encl.

The Media Report
4720 Montgomery Ave., Bethesda, Md. 20014

RENEWAL 2-13-76

Please enroll me at \$86 annually.

My check is enclosed

Bill me

Name Mr. Robert T. Hartmann

Title _____

Firm THE WHITE HOUSE

Address _____

City Washington, State D.C. Zip 20500

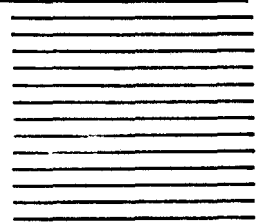
Signature _____

*Please make your check payable to Media Research,
Inc., 4720 Montgomery Ave., Bethesda, Md. 20014.*

PERMIT NO. 71294
FIRST CLASS
WASHINGTON, D.C. 20013

BUSINESS REPLY MAIL
No Postage Stamp necessary if mailed in the United States of America

Media Research, Inc.
4720 Montgomery Avenue
Bethesda, Maryland 20014



The Media Report

4720 Montgomery Ave., Bethesda, Md. 20014

RENEWAL - February 13, 1976

Please enroll me at \$86 annually.

My check is enclosed

Bill me

Name Mr. Robert T. Hartmann

Title _____

Firm The White House

Address _____

City WASHINGTON State D. C. Zip 20500

Signature _____

*Please make your check payable to Media Research,
Inc., 4720 Montgomery Ave., Bethesda, Md. 20014.*

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,

A handwritten signature in cursive script that reads "M. de Marne".

M. de Marne
Circulation

Encl.

PERMIT NO. 71294

FIRST CLASS

WASHINGTON, D.C. 20013

BUSINESS REPLY MAIL

No Postage Stamp necessary if mailed in the United States of America

Media Research, Inc.
4720 Montgomery Avenue
Bethesda, Maryland 20014



REQUISITION FOR SUPPLIES

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

DO NOT WRITE IN THIS COLUMN

QUANTITY	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)	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 6, 1976

*Final
OIC
DOCH 1-6-76*

*jl - Janet
Lawson*

MEMORANDUM TO: JIM CONNOR
FROM: AGNES WALDRON
SUBJECT: 1976 World Almanacs

aw

I would appreciate approval for the purchase of ~~eight~~ ^{4 per} 1976 World Almanacs: Six for the Research Office and two for Mr. Hartmann's Office.

Thank you

*rec'd 1/7/76
Meta Messersmith*

AC

*for your
action
des*

REQUISITION FOR SUPPLIES

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 THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 1 Box	White House Envelopes (3-5/8 x 6-1/2)	
✓ 1 Box	White House Envelopes (3-7/8 x 8-3/4)	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

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 THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 1 Box	Swingline Staples No. SF-1 (5000 Standard) (Mallory) TR133	
✓ 6 6	Duracell Mercury Batteries (4.2 volts) for transistor radios (for use in Pageboys)	
✓ 2 boxes	IPKO Binder Paper Clips (Small)	
✓ 300	red tags	
✓ 1 roll	Avery self-adhesive CORRECTION TAPE CR-16 1 line (1/6" x 600")	
✓ 10	White House Memo Pads (4 x 5-1/4)	
✓ 10	White House Memo Pads (5 x 8)	
✓ 6	Green letter size file folders	
✓ 6	Blue letter size file folders	
✓ 1 ream	Rainbow Carbon Sets	
DO NOT WRITE BELOW THIS LINE		

DATE ISSUE

BY

Electronics
~~4023~~
4023

January 12th
Date

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:

Mita G. Messersmith
for Mr. Hartmann

Purchase Order Number: 256-76

January 12, 1976

Returned signed card to:

Mr. Douglas C. Scott
Room 4 - OEOB

Mita M.

REQUISITION FOR SUPPLIES

DATE Jan. 14, 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
THIS COLUMN

QUANTITY

PLEASE DESCRIBE EACH ITEM FULLY

PRICE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
25	White House Manila Envelopes (9-1/2 x 12)	
DO NOT WRITE BELOW THIS LINE		

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE Jan. 19, 1976

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 2 boxes	IPKO 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)	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE 1-19-76 BY James E. Hoode

REQUISITION FOR SUPPLIES

DATE January 29, 1976

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
15	Plain Manila Envelopes (9-1/2 x 12) broad	
6	VU THRU (yellow/felt tip pens)	
1 box	gummed reinforcements for 3-hole notebook paper	
10	cardboards (9-1/4 x 11-1/2)	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE Feb. 4, 1976

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

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
1 pkg.	ROLODEX V-File cards for Model No.V524 (copy attached)	
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 attached	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE BY

REQUISITION FOR SUPPLIES

DATE February 13, 1976

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

QUANTITY PLEASE DESCRIBE EACH ITEM FULLY PRICE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
1 Box	1/6" width Correction Tape - 600 inches in length. (7510-634-1358)	
1 Ream	Rainbow Carbon Setups	
12	Burn Bags	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE Feb. 23, 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 THIS COLUMN

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
✓ 4 boxes	BINDER CLIPS No. 20 Small (3/8" capacity)	
✓ 4 boxes	No. 1 Paper Clips	
✓ 1 Box	Kraft File Folders (Letter Size - Third Cut)	
✓ 1 Box	Paper Set, Manifold & Carbon (WHITE) (8x10-1/2)	
✓ 1 Box	Paper Set, Manifold & Carbon (GREEN) (8x10-1/2)	
✓ 1 ream	White Bond (8 x 10-1/2)	
✓ 6	Blue Ball-point pens (Fine point) BIC	
✓ 6	Black Ball-point pens (Fine point) BIC	

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE Feb. 27, 1976

OFFICE OF COUNSELLOR HARTMANN

INDIVIDUAL Neta C. Messersmith

ROOM NUMBER 1st Floor - West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN THIS COLUMN

QUANTITY PLEASE DESCRIBE EACH ITEM FULLY PRICE

6 Cardboards (16-1/2 x 21-1/4)

6 Envelopes. (17 x 22)

6 Jiffy Bags No. 4

4 Legal Size One-half Gusset (with flap & tie)

2 reams Rainbow Carbon Setups

1 Ace Liner Model No. 502 Stapler

10 White House Memo Pads (4 x 5-1/4)

1 ream White House Stationery (8 x 10-1/2)

DO NOT WRITE BELOW THIS LINE

DATE ISSUE

BY

REQUISITION FOR SUPPLIES

DATE March 23, 1976

OFFICE OF ROBERT T. HARTMANN

INDIVIDUAL Gail Ann Raiman

ROOM NUMBER First Floor, West Wing

TELEPHONE EXT. 2299

ONE ITEM TO A LINE

DO NOT WRITE IN THIS COLUMN

QUANTITY

PLEASE DESCRIBE EACH ITEM FULLY

PRICE

QUANTITY	PLEASE DESCRIBE EACH ITEM FULLY	PRICE
4	3 ring black vinyl notebooks	

DO NOT WRITE BELOW THIS LINE

DATE ISSUED

BY

HARTMANN - OFFICE REQUESTS, EQUIPMENT &
SUPPLIES

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



The Political Animal

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.

The Political Animal

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

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;
\$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.)

The Political Animal is a confidential weekly insider's newsletter for opinion makers. It tracks the personalities and issues making the news in California politics.