

The original documents are located in Box 10, folder “Duplicating - MT/ST Machine” of the Fernando E.C. De Baca Files at the Gerald R. Ford Presidential Library.

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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. 449 EOB				6. DATE MATERIEL REQUIRED			7. PRIORITY PER INVENTORY		
2. TO: DeBaca, F. 171 EOB				8. VOUCHER NUMBER			9. POSTED DATE BY DATE BY		
3. ACCOUNTING AND FUNDING DATA		8. 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. OF ISSUE	QUANTITY e.	SUPPLY f. ACTION	UNIT PRICE g.	TOTAL COST h.
	IBM 271-ser-# 3008553			ea		1			
	IBM 272-ser-# 3433197			ea		1			
	Radio RRA-ser-# 04130035			ea		1			
	Radio SONY TC-40, ser-# 119655			ea		1			
☐ FUNDED ☐ UNFUNDED ☐ CONSUMABLE ☐ NON-CONSUMABLE ☐ CREDITABLE ☐ NON-CREDITABLE				SHEET TOTAL		GRAND TOTAL			
* ISSUE - I-Initial; R-Replacement TURN-IN - U-Unserviceable; S-Serviceable 10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED				11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE BY 11 Sep 75 Thomas R. Jellinger 9/11/75 [Signature]			

DA FORM 3122
1 APR 66

REPLACES DD FORM 1150 (for Army use) SUPPLIES OF WHICH WILL BE USED UNTIL EXHAUSTED.

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FIRST CLASS

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
P. O. BOX 6123
PHOENIX, ARIZONA 85005

TO: Mr. Fernando DeBaca
Special Assistant to the President
Old Executive Office Building
Room 197 1700 Pennsylvania Avenue, N.W.
Washington, D.C. 20500



FOR
SUPPLY-
ORDERING
STOCK
SAMPLES/NUMBERS

7510-223-6807

paper clip - medium box of 1 dozen.
class 1 with ~~han~~- wire handle

binder clip No. 20 small 3/8"
capacity--small with wire handle
box of 1 dozen.

Sample 1
Lables Pres. Sensitive # 7530 577 4368

THE WHITE HOUSE

Sample 2
(a)

#6 W.H.

THE WHITE HOUSE

Sample 2
(B)

contains
samples
1-a
2
3
4

#9 W-H



Sample 3



BINDER CLIP
#20 & 6807
#SMALL - MED.

Sample 4

NO. 5121

1B7

Film Black
Ribbon
#1010760

received
June 10
Han

THE WHITE HOUSE

WASHINGTON

June 6, 1975

MEMORANDUM FOR ALL OPL STAFF

FROM: JEFFREY P. EVES

[Handwritten signature]

An MT/ST Machine capable of quickly reproducing identical multiple copies of original letters to different people has been installed in Room 187 for the use of OPL staff members. An IBM representative will give instructions in the use of the machine on Tuesday, June 10 at 1:45 p.m. in Room 187. It is suggested that one person from each office of OPL learn to operate this machine so that everyone on the staff may benefit from it.

While each office should be responsible for the production of its own work, all requests for use of the machine should be directed to Connie Crupi who will have the responsibility of coordinating a work schedule among the different offices when the machine is in great demand.

Use of the MT/ST machine should be reserved for those instances where seven or more letters need be produced. Maximum productivity will also be achieved by limiting the length of the letters to one page.

