

REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
6/01/00 B Bal Fwd		95.75
6/06/00 I 33737	SNA	2.50
6/07/00 P 710	1283	95.75c
6/07/00 I 33927	LUN+3	30.75
6/16/00 I 35425	SNA	1.50

VISA & MASTERCARD PAYMENTS
ARE NOW AVAILABLE IN ROOM 404

PLEASE PAY UPON RECEIPT

34.75

CURRENT

34.75

30 DAYS
PAST DUE
.00

60 DAYS
PAST DUE
.00

90 DAYS
PAST DUE
.00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

5/01/00 B Bal Fwd			80.75
5/01/00 I 28370	BEV, BKF+2		14.75
5/03/00 I 28799	SNA		.75
5/05/00 I 29196	SNA		4.50
5/09/00 P 702	1268		80.75c
5/09/00 I 29684	LUN+1		15.25
5/10/00 I 29904	LUN		5.25
5/26/00 I 32811	LUN+1		12.25
5/31/00 I 33185	BEV+2, LUN+3		43.00

pd 6/6

VISA & MASTERCARD PAYMENTS
ARE NOW AVAILABLE IN ROOM 404

PLEASE PAY UPON RECEIPT

95.75

CURRENT	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE
95.75	.00	.00	.00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	CODE	REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
3/01/00	B	Bal Fwd		84.25
3/10/00	P	690	1242	84.25c
3/13/00	I	20663	SNA	1.25
3/17/00	I	21552	BEV	.50
3/20/00	I	21794	SNA	4.50
3/21/00	I	21965	BEV	.40

pd 4/7/00

VISA & MASTERCARD PAYMENTS ARE NOW AVAILABLE IN ROOM 404				PLEASE PAY UPON RECEIPT 6.65
CURRENT	30 DAYS	60 DAYS	90 DAYS	
PYMT DUE	PAST DUE	PAST DUE	PAST DUE	
6.65	.00	.00	.00	

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
 P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
2/01/00 B Bal Fwd		20.75
2/01/00 I 13926	SNA, BEV	2.00
2/04/00 I 14666	LUN+1	14.75
2/08/00 I 15178	BEV	1.00
2/09/00 I 15404	LUN	5.50
2/10/00 I 15631	SNA	1.50
2/11/00 P 683	1230	20.75c
2/15/00 I 16385	BEV	.50
2/16/00 I 16608	SNA, BEV	2.75
2/17/00 I 16854	LUN	5.75
2/22/00 I 17343	LUN	6.00
2/25/00 I 18048	LUN+4	42.00
2/29/00 I 18561	SNA, BEV	2.50

[Handwritten signature]

***BILLING DATE: 3/03/00 ***
 ***BILL DUE BY DATE: 3/24/00**

PLEASE PAY UPON RECEIPT

84.25

CURRENT	30 DAYS	60 DAYS	90 DAYS
PYMT DUE	PAST DUE	PAST DUE	PAST DUE
84.25	.00	.00	.00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
 P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	CODE	REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
1/01/00	B	Bal Fwd		43.00
1/03/00	I	8222	SNA, BEV	3.25
1/07/00	I	9095	BEV	.50
1/10/00	P	677	1201	43.00c
1/13/00	I	9976	BKF	6.25
1/19/00	I	10707	SNA	.50
1/21/00	I	11149	BEV, SNA	3.75
1/27/00	I	13074	LUN	6.50

pd 2/12/00

				PLEASE PAY UPON RECEIPT
***BILLING DATE: 2/04/00 ***				
***BILL DUE BY DATE: 2/25/00**				20.75
CURRENT	30 DAYS	60 DAYS	90 DAYS	
PYMT DUE	PAST DUE	PAST DUE	PAST DUE	
20.75	.00	.00	.00	

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	CODE	REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
12/01/99	B	Bal Fwd		8.25
12/03/99	I	4165	LUN	7.25
12/07/99	P	841	1184	8.25c
12/07/99	I	4704	BEV	.50
12/08/99	I	4943	LUN	6.50
12/08/99	I	109708	SNA	1.00
12/08/99	C	119307		1.00c
12/13/99	I	5647	LUN	6.00
12/14/99	I	5913	SNA	1.50
12/16/99	I	6421	SNA	1.50
12/20/99	I	6388	LUN, LUN+1	16.00
12/22/99	I	7140	SNA	1.50
12/29/99	I	7727	SNA	2.25

***BILLING DATE: 1/05/00 ***
 ***BILL DUE DATE: 1/25/00 ***

PLEASE PAY UPON RECEIPT

43.00

CURRENT
 PYMT DUE
 43.00

30 DAYS
 PAST DUE
 .00

60 DAYS
 PAST DUE
 .00

90 DAYS
 PAST DUE
 .00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
 P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PAID 1/5/00

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	CODE	REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
11/01/99	B	Bal Fwd		15.50
11/15/99	I	1878	LUN	5.25
11/16/99	I	2044	SNA	1.75
11/18/99	P	835	1179	15.50c
11/29/99	I	3246	SNA	1.25

***BILLING DATE: 12/03/99 ***
 ***BILL DUE DATE: 12/25/99 ***

PLEASE PAY UPON RECEIPT

8.25

PAID

12-6-99

OK # 341

[Signature]

CURRENT	30 DAYS	60 DAYS	90 DAYS
PYMT DUE	PAST DUE	PAST DUE	PAST DUE
8.25	.00	.00	.00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
 P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	CODE	REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
10/01/99	B	Bal Fwd		.00
10/25/99	I	1634736	LUN+1	11.75
10/29/99	I	1635799	LUN	3.75

pd 11/17/99

***BILLING DATE: 11/05/99 ***
 ***BILL DUE DATE: 12/06/99 ***

PLEASE PAY UPON RECEIPT
15.50

CURRENT	30 DAYS	60 DAYS	90 DAYS
PYMT DUE	PAST DUE	PAST DUE	PAST DUE
15.50	.00	.00	.00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
 P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	CODE	REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
8/01/99	B	Bal Fwd		103.60
8/03/99	I	152472	SNA	1.50
8/06/99	I	153178	BKF+1	7.75
8/09/99	I	153399	SNA	1.00
8/11/99	P	666	1133	103.60c

pd
9.13

PYMT'S AFTER 1200pm ON 8-31-99
WILL REFLECT ON NEXT MO. BILL

PLEASE PAY UPON RECEIPT

10.25

CURRENT	30 DAYS	60 DAYS	90 DAYS
PYMT DUE	PAST DUE	PAST DUE	PAST DUE
10.25	.00	.00	.00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
7/01/99	B Bal Fwd		35.00
7/01/99	I 147238	BEV, SNA	6.00
7/06/99	I 147697	SNA	3.75
7/08/99	P 660	1117	35.00c
7/08/99	I 148073	SNA	1.50
7/13/99	I 148749	SNA, BKF+7	36.25
7/14/99	I 148979	DIN	2.60
7/19/99	I 149813	MUFFIN	.75
7/20/99	I 150059	LUN	6.00
7/21/99	I 150316	LUN	5.00
7/22/99	I 150552	SNA	3.25
7/27/99	I 151370	LUN+4	32.50
7/28/99	I 151614	LUN	6.00

PYMT'S AFTER 1200pm ON 6-30-99
WILL REFLECT ON NEXT MO. BILL

PLEASE PAY UPON RECEIPT

103.60

CURRENT	30 DAYS	60 DAYS	90 DAYS
PYMT DUE	PAST DUE	PAST DUE	PAST DUE
103.60	.00	.00	.00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

paid 8/9/99

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	CODE	REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
6/01/99	B	Bal Fwd		35.75
6/02/99	I	142166	BKF	3.75
6/03/99	I	142408	BKF, SNA	2.10
6/07/99	I	142947	SNA	3.00
6/09/99	I	143436	BKF	1.15
6/11/99	I	143897	LUN, SNA	7.75
6/14/99	P	653	1109	35.75c
6/14/99	I	144206	LUN, SNA	9.00
6/15/99	I	144428	SNA	.75
6/17/99	I	144761	LUN	6.00
6/29/99	I	146418	SNA	.75
6/30/99	I	146905	SNA	.75

paid 7/7/99

****PLEASE UPDATE PERSONAL****				PLEASE PAY UPON RECEIPT
INFORMATION WHEN NECESSARY				35.00
CURRENT	30 DAYS	60 DAYS	90 DAYS	
PYMT DUE	PAST DUE	PAST DUE	PAST DUE	
35.00	.00	.00	.00	

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

REFERENCE NO.	DESCRIPTION	CHARGES AND CREDITS
1/99 B Bal Fwd		95.25
5/03/99 I 136162	SNA	2.50
5/04/99 I 136397	SNA	4.00
5/05/99 I 136604	LUN	6.00
5/07/99 P 643	1090	95.25c
5/07/99 I 137017	LUN	9.25
5/08/99 I 137149	LUN	5.25
5/13/99 I 138043	SNA	.75
5/14/99 I 138249	BEV	.50
5/17/99 I 138749	BEV	.75
5/19/99 I 140183	BKF	.75
5/24/99 I 140924	BKF	.75
5/25/99 I 141144	LUN	5.25

PLEASE UPDATE PERSONAL
INFORMATION WHEN NECESSARY

PLEASE PAY UPON RECEIPT

35.75

CURRENT PYMT DUE 35.75	30 DAYS PAST DUE .00	60 DAYS PAST DUE .00	90 DAYS PAST DUE .00
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CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

			CHARGES AND CREDITS	
y9 B			SNA	27.75
4/02/99 I	131059		SNA	.25
4/02/99 I	131060		LUN	4.25
4/06/99 I	131506		BKF	.75
4/07/99 I	131738		LUN+1,DIN+1	21.00
4/08/99 I	131959		BEV	.75
4/09/99 I	132200		SNA	1.50
4/12/99 I	132513		SNA	.75
4/16/99 I	1333471		SNA	2.25
4/20/99 I	133797		LUN+1	21.50
4/21/99 I	134037		SNA	1.50
4/22/99 I	134287		SNA	1.15
4/26/99 I	134718		LUN	6.00
4/29/99 I	135564		BKF,SNA	5.85

Pal. 5/5/99

PYMT'S RCVD AFT END OF MONTH
4-30 WILL REFLECT ON MAY STMT.

PLEASE PAY UPON RECEIPT

95.25

67.50 27.75 .00 .00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE UPDATE THE FOLLOWING:

NAME _____

MEMBER TITLE _____

OFFICE ROOM NUMBER _____

PHONE _____

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
2/01/99	B			1040	59.75
2/04/99	P	822		1040	59.75c
2/04/99	I	120288		LUN	2.50
2/05/99	I	120531		SNA	1.25
2/10/99	I	121315		LUN+2	23.25
2/11/99	I	121576		LUN	5.25
2/17/99	I	122386		SNA	2.75
2/19/99	I	122871		BKF	2.25
2/23/99	I	124084		LUN	5.50
2/24/99	I	124396		SNA	2.25
2/26/99	I	124879		SNA	2.50

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

PLEASE UPDATE THE FOLLOWING:
MEMBER TITLE, OFFICE #, PHONE#

47.50

47.50

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CRED
1/01/99	B			SNA,	14.50
1/04/99	I	113481		SNA,	2.25
1/06/99	I	114237		BKF+2, LUN	19.75
1/07/99	P	815		1020	14.50C
1/07/99	I	114510		SNA,	1.50
1/08/99	I	114753		SNA,	.75
1/11/99	I	115046		BKF+LUN	5.75
1/13/99	I	115568		BKF	.75
1/19/99	I	116707		SNA, BEV	5.75
1/21/99	I	117232		BKF	.75
1/22/99	I	117691		LUN, SNA	7.75
1/25/99	I	117941		SNA, DIN+1	11.75
1/27/99	I	118455		SNA	.75
1/28/99	I	118802		SNA, BKF	2.25

paid 2/3/99

CODES: I=INVOICE D=DEBIT MEMO C=CREDIT MEMO B=BALANCE FORWARD
P=PAYMENT A=DISCOUNT ALLOWED F=FINANCE CHARGE

PLEASE PAY

PLEASE UPDATE THE FOLLOWING:
MEMBER TITLE, OFFICE #, PHONE#

59.75

59.75

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
12/01/98	B			BEV	54.75
12/02/98	I	108182		BEV	.50
12/07/98	I	109472		SNA	2.25
12/11/98	P	809		1005	54.75c
12/11/98	I	110460		BKE	5.25
12/15/98	I	110936		LUN	4.75
12/17/98	I	111435		SNA	1.75

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE CALL EXT. 7-1337 FOR ALL
CATERING REQUESTS RM 030 OE0B

PLEASE PAY

14.50

14.50

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CRED
11/01/98	B			BEV	50.25
11/03/98	I	103746		BEV	.50
11/06/98	I	104500		BKF	1.25
11/09/98	P	622		990	48.75c
11/09/98	I	104798		BEV	.50
11/10/98	I	10505		BEV LUN	6.50
11/13/98	I	10555		LUN	34.25
11/24/98	I	10722		BKF	7.75
11/25/98	I	107459		BEV	.50
11/30/98	I	107684		DIN	2.00
CODES: I=INVOICE D=DEBIT MEMO C=CREDIT MEMO B=BALANCE FORWARD P=PAYMENT A=DISCOUNT ALLOWED F=FINANCE CHARGE					PLEASE PAY
PLEASE CALL EXT.7-1337 FOR ALL CATERING REQUESTS RM 030 OE0B					54.75

53.25

1.50

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
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10/01/98	B			BEV	33.65
10/07/98	I	62469		BEV	1.00
10/14/98	P	616		978	33.65c
10/22/98	I	65192		BEV	.50
10/23/98	I	65442		LUN	6.25
10/29/98	I	66641		LUN+3	41.00

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY:

PLEASE CALL EXT. 7-1337 FOR ALL
CATERING REQUESTS RM 030 OEOB

48.75

Current	Over 30 days	Over 61 days	Over 92 days
48.75	.00	.00	.00

9/01/98	B	BEV	28.95
9/09/98	I	56373 BEV	.40
9/10/98	I	56600 SNA	1.50
9/11/98	I	56844 SNA	2.50
9/13/98	P	609 959	28.95
9/14/98	I	57239 SNA	.75
9/15/98	I	57471 SNA	1.75
9/17/98	I	59172 LUN+1	12.00
9/18/98	I	58076 DIN	4.50
9/23/98	I	58755 LUN, SNA	8.75
9/24/98	I	59422 SNA	.75
9/28/98	I	59971 SNA	.75

CODES: I=INVOICE D=DEBIT MEMO C=CREDIT MEMO B=BALANCE FORWARD
P=PAYMENT A=DISCOUNT ALLOWED F=FINANCE CHARGE

PLEASE PAY

PLEASE MAKE CHECK PAYABLE TO
WHM OR WHITE HOUSE MESS

33.65

Current

Over 30 days

Over 61 days

Over 92 days

33.65

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
8/01/98	B	Bal Fwd			40.60
8/03/98	I	51596		BEV	.50
8/05/98	I	52049		EUN, BEV	6.05
8/07/98	I	52524		SNA	2.50
8/10/98	P	602		940	40.60
8/11/98	I	5294		SNA, BEV	3.15
8/27/98	I	54925		EUN	16.75

Paid 9/9/98

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

28.95

28.95

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
7/01/98	R	Bal Fwd			41.55
7/08/98	I	45469		BKF	1.15
7/09/98	P	594		922	41.55c
7/10/98	I	48917		REV	.40
7/13/98	I	45995		BKF	1.15
7/17/98	I	48929		LUN	5.00
7/20/98	I	49143		DTN	5.25
7/22/98	I	49604		SNA, REV	3.50
7/23/98	I	49846		BKF, SNA	3.40
7/28/98	I	50640		LUN+3	20.75

paid
8/6/98

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

40.60

40.60

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
6/01/98	B	Bal Fwd			67.90
6/01/98	I	39728		SNA, BEV	2.25
6/02/98	I	39966		BEV	.40
6/04/98	I	40397		LUN+3	31.00
6/10/98	I	41321		BEV	.75
6/11/98	P	585		606	67.90 C
6/12/98	I	41795		BKFP	1.65
6/15/98	I	42048		BEV	.50
6/17/98	I	42525		LUN	1.50
6/18/98	I	42757		DIN	3.50

paid
7/7/98

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

41.55

41.55

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
5/01/98	B	Bal Fwd			63.70
5/05/98	I	35437		BKF, BEV	2.25
5/06/98	I	35676		BEV	.40
5/07/98	I	35931		LUN, BEV	3.75
5/08/98	P	579		BKF	63.70
5/08/98	I	36163		SNA	.75
5/19/98	I	37563		BEV	1.00
5/20/98	I	37794		BKF	10.75
5/22/98	I	38305		LUN	43.50
5/27/98	I	38794		DIN	2.75
5/28/98	I	39057		BKF, LUN	2.75

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

67.90

67.90

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
4/01/98	B	Sal Fwd			40.00
4/02/98	I	29808		LUN+2	19.00
4/08/98	I	30819		REV	40
4/09/98	P	574		REV	40.00
4/09/98	I	31059		ORKE	3.00
4/14/98	I	31782		LUN	6.00
4/15/98	I	32002		REV	40
4/17/98	I	32354		LUN+2	22.00
4/22/98	I	33022		LUN	5.25
4/23/98	I	33289		ORKE, DTN	7.15
4/27/98	I	33826		REV	50

Paul
5/4/98

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

63.70

63.70

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
3/01/98	B	Bal Fwd			78.40
3/03/98	I	24687		REV	1.00
3/05/98	I	25233		SNA	1.50
3/06/98	I	25505		LUN	6.00
3/09/98	P	567		843	78.40
3/09/98	I	25801		LUN	5.25
3/10/98	I	26053		LUN	5.25
3/11/98	I	26318		RKE	7.00
3/12/98	I	26559		DTN	1.50
3/13/98	I	26812		LUN	5.25
3/17/98	I	27357		REV LUN	2.75
3/19/98	I	27864		LUN	2.25
3/24/98	I	28536		RKE	2.25

*paid
4/18*

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

40.00

40.00

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.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
2/01/98	B	Bal Fwd			10.90
2/02/98	I	19423		LUN+3	28.25
2/06/98	I	20439		LUN	9.25
2/09/98	I	20733		REV	1.00
2/10/98	P	559		827	10.90c
2/10/98	I	20986		LUN	1.50
2/11/98	I	21238		REV	1.00
2/12/98	I	21491		LUN	3.50
2/13/98	I	21716		LUN	5.25
2/19/98	I	22492		LUN+1	15.75
2/20/98	I	22749		REV	.40
2/23/98	I	23096		SNA	1.00
2/24/98	I	23351		RF 15 D IN	11.50

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

78.40

78.40

.00

.00

.00

DATE	CODE	REFERENCE NO.	PURCHASE ORDER NO.	DESCRIPTION	CHARGES AND CREDITS
1/01/98	B	Bal Fwd			.00
1/16/98	I	16555		SNA	2.25
1/20/98	I	16883		DIN	6.75
1/23/98	I	17663		BKE	1.90

Ok 2/8/98

CODES: I = INVOICE D = DEBIT MEMO C = CREDIT MEMO B = BALANCE FORWARD
P = PAYMENT A = DISCOUNT ALLOWED F = FINANCE CHARGE

PLEASE PAY

10.90

10.90

.00

.00

.00

THE WHITE HOUSE

WASHINGTON

January 14, 1998

MEMORANDUM FOR KATHERINE "MISSY" KINCAID
SPECIAL ASSISTANT TO THE FIRST LADY

FROM: COLONEL TIMOTHY O. MILBRATH, U.S. AIR FORCE
CHIEF OF STAFF, WHITE HOUSE MILITARY OFFICE

SUBJECT: White House Staff Mess Membership

The White House Military Office is pleased to inform you that your name has been placed on the White House Staff Mess membership list. As a new member, you are requested to deposit \$100.00 with the Mess Treasurer. This sum is used to provide working capital for the Mess and will be refunded upon your departure. Checks should be made payable to the "White House Staff Mess" and sent to the Mess Treasurer in Room 404, OEOB. A copy of the Mess Regulations is attached to familiarize you with the operations.

It is a pleasure to welcome you to the White House Staff Mess. If you have any questions or comments concerning the Mess operation, please contact this office.

Attachment

WHITE HOUSE STAFF MESS

The White House Staff Mess is located in the West Wing of the White House and provides meal service as a convenience to personnel whose offices are located in the Residence, West and East Wings of the White House, as well as for cabinet members, commissioned officers and White House Military Office unit commanders (SITROOM and PPD personnel are authorized carry-out service only). Food service operations are funded by membership payments. As with all messes, membership is a privilege and contingent upon adherence to the policies below.

DEPOSIT

A refundable deposit of \$100.00, payable to White House Staff Mess, is required prior to using the Mess. The deposit will be returned after closure of your account. Membership accounts may be established and closed in the OEOB, Room 404.

HOURS OF OPERATION (EXT 5-6377)

Monday through Friday

BREAKFAST	(Seating and carry-out)	7:00 a.m. - 9:00 a.m.
LUNCH	(1st Sitting)	12:00 p.m. - 1:00 p.m.
	(2nd Sitting)	1:15 p.m. - 2:15 p.m.
	(carry-out)	11:30 a.m. - 2:00 p.m.
EVENING	(carry-out)	5:30 p.m. - 8:30 p.m.

Saturdays

LUNCH	(carry-out only)	11:30 a.m. - 2:00 p.m.
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Sundays and Holidays Closed

RESERVATIONS

Reservations are required for Mess members dining with guests. Dining room billing is determined and billed to the Mess member making the reservation. Members dining with fellow Mess members should inform the waiter if separate billing is desired. Members are responsible for all charges incurred by their guests. Reservations may be made by calling the Staff Mess at extension 5-6377. As a courtesy to all members, reservations will be held no more than 10 minutes, after which time the table will be relinquished to another member.

Since guests may be in a position to overhear conversations which should not be public knowledge, members are urged to use discretion in inviting guests to the Mess and to refrain from discussing classified information. For this reason, members of the press and foreign diplomatic corps may not dine in the Staff Mess.

CATERING

Catering services are available for Mess members only when the functions are held within the White House complex. Specific administrative prerequisites must be met 48 hours prior to the scheduled function before catering requests will be honored. For further information on these prerequisites and other catering information, please call the Catering Director at extension 7-1285.

BILLING

Prior to the fifth day of each month, a bill will be sent to your office for the previous month's charges. Personal checks should be made payable to the White House Staff Mess and forwarded to the White House Staff Mess Office in the OEOB, Room 404. **PLEASE DO NOT SEND CASH.** Members are required to pay mess bills **IN FULL** within 10 days of receipt. Members who are 60 days late in payment will receive a letter as a reminder of their outstanding balance. Members who are 90 days late in payment will receive a letter informing them they have one week to pay their mess bill. Failure to pay the mess bill will result in the revocation of mess membership. All overdue balances are subject to checkage from salary. The monthly bill indicates the period of services rendered. In case of questions, errors, or disputed balances, please contact the White House Staff Mess Office at extension 7-1285.

MISCELLANEOUS

- Carry-out food may not be brought into the dining rooms
- Due to limited seating capacity, only the Wardroom (maximum capacity 12) is available for private dining of large parties
- There will be occasions when Staff Mess personnel are required to travel with the President (overseas) or be assigned to special events away from the White House. During these periods, a limited service operation will be in effect. Limited service is defined below for your convenience:

LIMITED SERVICE

- Breakfast will be served from (7 a.m. - 9 a.m.) for carry-out or dining in
- A reduced lunch menu will be offered for carry-out (11:30 a.m. - 2:00 p.m) and dining-in (12:00 p.m. - 2:15 p.m.)
- No evening carry-out service is available
- The Mess will close at 3:00 p.m.

In each instance a memorandum will be circulated defining the services available.

With your cooperation, we will provide excellent food service in a pleasant atmosphere and convenient location. Any suggestions to improve our service should be directed to Lieutenant Alan McCain, Food Service Coordinator, at extension 7-1285, or visit his office in OEOb, Room 404.