Collection: Deaver, Michael
Folder Title: Office Administration 1983 (5)
Box: 47

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name DEAVER, MICHAEL: FILES

Withdrawer
KDB 8/16/2011

File Folder OFFICE ADMINISTRATION 1983 (5)

FOIA
F97-0066/19
COHEN, D

Box Number 49

121

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	LIST	SUMMIT MEETING PARTICIPANTS, 01/17/1983 (PARTIAL)	1	ND	B6 B7(C)

Freedom of Information Act - [5 U.S.C. 552(b)]

B-1 National security classified information [(b)(1) of the FOIA]
B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
B-3 Release would violate a Federal statute [(b)(3) of the FOIA]
B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

...restrictions contained in donor's deed of gift.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

February 25, 1983

MEMORANDUM FOR: PAT BYE _ OFFICE OF MICHAEL K. DEAVER

FROM: PAT DEVINE P.D.

SUBJECT: FACILITIES EXPENDITURES JANUARY 1983

Attached you will find the monthly summary of your facility expenditures for January.

TOTAL $18.69

If you have any questions regarding these charges, please call me on extension 2328.

attachment

Office of Michael K. Deaver   Pd Bys - January - 83

DATE REC'D	PERFORMED FOR	CHARGE TO	LOCATION/ PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL	COMP. DATE
1/13	D. Blume	TKT # 663	W/W	Install door stop	1	18.69	0	18.69	1/13
				TOTAL	1	18.69	0	18.69	

THE WHITE HOUSE
WASHINGTON

February 23, 1983

Pat,

The purpose of the lunch was a part of the Preliminary Briefing for the Economic Summit Task Force which was held that day from 10:00am to 2:00pm.

The list of attendees is attached.

Margie
x6687

WITHDRAWAL SHEET
Ronald Reagan Library

Collection Name
DEAVER, MICHAEL: FILES

Withdrawer
KDB 8/16/2011

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B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

THE WHITE HOUSE

WASHINGTON

SUMMIT MEETING PARTICIPANTS

JANUARY 17, 1983

Michael K. Deaver
Mike McManus
Ken Bastian
Fred Corle
Dave Bochnovich
Larry Eastland
Doug Douglas
Bob Lesko
Bill Sittmann
Margie Crawford

Military

Maj. Bill Drennan
Maj. Milner
Maj. Tuck
Casey Brower
Ed Hickey

Adavnce

Bill Henkel
Hugh O'Neill
Dan Morris
Karen Groomes

State

Jeanne Bull - Undersecretary Allen Wallis - Bob [illegible]
Phil Walls
Mary Oliver

Summit Press

Eric Rosenberger
Dave Prosperi
Jack LaCovey
Jan Barberri

Secret Service

Tom Quinn
Agent [redacted] b(6) b(7)(c)

Williamsburg

Norm Beatty - Director of Public Affairs

OMB

Phil DuSault
Rick Nygard

WHITE HOUSE STAFF MESS
THE WHITE HOUSE
WASHINGTON, D.C. 20500
02/14/83

SPECIAL ACCOUNT # DEAV-04

MICHAEL K. DEAVER
WEST WING
THE WHITE HOUSE
PHONE: EXT-6475

PLEASE MAKE ALL CHECKS
PAYABLE TO:
"WHITE HOUSE STAFF MESS"
AND FORWARD TO 404-EOB

PLEASE DETACH AND RETURN WITH REMITTANCE AMOUNT DUE: 454.22

CHARGES FOR SPECIAL ACCOUNT JAN 83

DATE	EXPLANATION	AMOUNT
JAN 13	SPEC. FUNCTION FAREWELL LUNCH/JAY/TREATY RM	285.37
JAN 14	SPEC. FUNCTION JAXPLACE LUNCH/7P/S.EMERY	48.45
JAN 17	SPEC. FUNCTION TREATY RM LUNCH/M.CRAWFORD	120.40

PREVIOUS BALANCE	PAYMENTS	CURRENT CHARGES	AMOUNT DUE
0.00	0.00	454.22	454.22

THE WHITE HOUSE

WASHINGTON

February 7, 1983

Pat
see here

MEMORANDUM FOR: MICHAEL K. DEAVER

FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

SUBJECT: STATUS OF FY 1983 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of January 31, 1983 and the funds available for your use until March 31, 1983.

OFFICE OF THE DEPUTY CHIEF OF STAFF
January 31, 1983

Account	Budget until 3/31/83	Obligated to date	Remaining funds
Travel	$17,500	$12,168	$5,332
Entertainment	$1,000	$537	$463

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

The information above has been provided to the Chief of Staff, and thus it is imperative that these budgets be adhered to.

Attachments

AS OF DATE: JANUARY 31, 1983 FISCAL YEAR: 83

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
0400	FISCHER	CAMP DAVID	10/01/82-09/30/83	O	BLANKET AUTHORIZATION OFFICIAL TRAV	500.00	
1748	MCMANUS	FRANCE/GERMANY	10/25/82-10/30/82	S	PRE-ADVANCE PRESIDENTIAL TRIP	.00	
2545	DEAVER	CAMP DAVID	10/01/82-09/30/83	O	BLANKET AUTHORIZATION OFFICIAL TRAV	300.00	
9973	MOORE	CAMP DAVID	10/01/82-09/30/83	O	BLANKET AUTHORIZATION OFFICIAL TRAV	500.00	
TRIP TOTAL						$1,300.00	
0714	EVANS	OHIO	10/04/82-10/04/82	P	ACCOMPANY THE PRESIDENT	.00	
1739	MCMANUS	COLUMBUS, OH.	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	.00	
2408	SITTMANN	OHIO	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	.00	
2544	MOORE	OHIO	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	.00	
2546	DEAVER	OHIO	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	.00	
6726	FISCHER	OHIO	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
0716	EVANS	RENO/SANTA BARBARA	10/07/82-10/11/82	O	ACCOMPANY THE PRESIDENT	378.98	
1738	MCMANUS	VA./CALIF.	09/29/82-10/01/82	P	ACCOMPANY THE PRESIDENT	.00	
1740	MCMANUS	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
2537	MOORE	CALIFORNIA	10/07/82-10/11/82	O	ACCOMPANY THE PRESIDENT	378.98	
2539	SITTMANN	NEVADA/CALIFORNIA	10/07/82-10/09/82	P	ACCOMPANY THE PRESIDENT	156.73	
2543	DEAVER	NEVADA/CALIFORNIA	10/07/82-10/09/82	P	ACCOMPANY THE PRESIDENT	110.73	
2867	OSBORNE	RENO/SANTA BARBARA	10/07/82-10/11/82	O	ACCOMPANY THE PRESIDENT	196.85	
6727	FISCHER	NEVADA/CALIFORNIA	10/07/82-10/10/82	O	ACCOMPANY THE PRESIDENT	355.98	
TRIP TOTAL						2,158.78	

AS OF DATE: JANUARY 31, 1983 FISCAL YEAR: 83

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
0717	EVANS	ILLINOIS/OMAHA,NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	112.50	
1742	MCMANUS	IL./NE.	10/20/82-10/21/82	P	TRAVEL WITH THE PRESIDENT	110.00	
2407	SITTMANN	IL./NE.	10/20/82-10/21/82	P	ACCOMPANY THE PRESIDENT	110.00	
2542	BYE	ILLINOIS/NEBRASKA	10/20/82-10/21/82	O	PRESIDENTIAL TRIP	84.50	
2551	DEAVER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	110.00	
6729	FISCHER	ILLINOIS/NEBRASKA	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	78.75	
TRIP TOTAL						605.75	
2538	MOORE	NORTH CAROLINA	10/26/82-10/26/82	O	ACCOMPANY THE PRESIDENT	.00	
2553	DEAVER	RALEIGH,N.C.	10/26/82-10/26/82	P	TRAVEL WITH THE PRESIDENT	.00	
TRIP TOTAL						.00	
2412	SITTMANN	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	125.25	
2540	DEAVER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
2554	MOORE	WY./MT./NV./UT./N.M.	10/28/82-10/29/82	O	ACCOMPANY THE PRESIDENT	125.25	
6731	FISCHER	WY./MT./NV./UT./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	125.25	
TRIP TOTAL						375.75	
MONTH TOTAL						$4,440.28	

AS OF DATE: JANUARY 31, 1983 FISCAL YEAR: 83

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
1745	MCMANUS	WILLIAMSBURG,VA.	11/12/82-11/12/82	S	PHOTOGRAPHIC SITE SURVEY	.00	
2415	SITTMANN	WILLIAMSBURG,VA.	11/12/82-11/12/82	S	PHOTOGRAPHIC SITE SURVEY	.00	
TRIP TOTAL						.00	
2416	SITTMANN	CHICAGO,IL.	11/13/82-11/13/82	O	ACCOMPANY THE PRESIDENT	.00	
2574	DEAVER	CHICAGO,IL.	11/13/82-11/13/82	O	ACCOMPANY THE PRESIDENT	.00	
2575	MOORE	CHICAGO,IL.	11/13/82-11/13/82	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
0719	EVANS	MIAMI/NEW ORLEANS	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	120.00	
1746	MCMANUS	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	112.50	
2555	DEAVER	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	220.00	
2557	MOORE	LA./FL.	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	120.00	
6748	FISCHER	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	112.50	
6749	OSBORNE	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	112.50	
TRIP TOTAL						797.50	
2414	SITTMANN	L.A./SANTA BARBARA	11/23/82-11/29/82	O	ACCOMPANY THE PRESIDENT	513.00	
2572	DEAVER	L.A./SANTA BARBARA	11/28/82-11/29/82	O	JOIN THE PRESIDENT	200.00	
2573	MOORE	SANTA BARBARA/L.A.	11/23/82-11/29/82	O	ACCOMPANY THE PRESIDENT	1,000.00	
6750	OSBORNE	SANTA BARBARA/L.A.	11/23/82-11/29/82	O	ACCOMPANY THE PRESIDENT	105.50	
TRIP TOTAL						1,818.50	
0722	EVANS	SOUTH AMERICA	11/30/82-12/04/82	O	ACCOMPANY THE PRESIDENT	.00	
1743	MCMANUS	SOUTH AMERICA	11/26/82-12/04/82	S	ADVANCE PRESIDENTIAL TRIP	.00	
1747	MCMANUS	SOUTH AMERICA	11/05/82-11/08/82	S	SURVEY SITE TRIP	.00	

AS OF DATE: JANUARY 31, 1983 FISCAL YEAR: 83

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
2413	SITTMANN	SOUTH AMERICA	11/05/82-11/08/82	S	SURVEY SITE TRIP	.00	
2423	FISCHER	SOUTH AMERICA	11/30/82-12/04/82	S	ACCOMPANY THE PRESIDENT	.00	
2541	BYE	SOUTH AMERICA	11/05/82-11/08/82	S	SURVEY SITE TRIP	.00	
2552	DEAVER	SOUTH AMERICA	11/05/82-11/08/82	S	SURVEY SITE TRIP	.00	
TRIP TOTAL						.00	
MONTH TOTAL						2,616.00	

TRAVEL REPORT FOR: DEPUTY CHIEF OF STAFF FOR MONTH: DECEMBER 1982
AS OF DATE: JANUARY 31, 1983 FISCAL YEAR: 83

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
0397	OSBORNE	AZ./CALIF.	12/27/82-01/02/83	O	ACCOMPANY THE PRESIDENT	850.00	
0723	EVANS	CHICAGO/SANTA BARB	12/27/82-01/03/83	O	ACCOMPANY THE PRESIDENT	882.14	*
2559	DEAVER	L.A./SANTA BARBARA	12/28/82-01/05/83	O	ACCOMPANY THE PRESIDENT	850.00	
2560	SITTMANN	L.A./SANTA BARBARA	12/28/82-01/05/83	O	ACCOMPANY THE PRESIDENT	850.00	
2561	MOORE	L.A./PALM SPRINGS	12/28/82-01/05/83	O	ACCOMPANY THE PRESIDENT	850.00	
6745	FISCHER	L.A./SAN FRANCISCO	12/27/82-01/01/83	O	COMMERCIAL TRAVEL BACK TO WASH;D.C.	800.00	
TRIP TOTAL						5,082.14	
MONTH TOTAL						$5,082.14	

AS OF DATE: JANUARY 31, 1983 FISCAL YEAR: 83

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
2420	SITTMANN	SEATTLE/CALIFORNIA	12/04/82-12/08/82	S	SITE SURVEY FOR QUEEN'S VISIT	.00	
TRIP TOTAL						.00	
3127	SITTMANN	CHICAGO, IL.	01/19/83-01/20/83	O	ACCOMPANY THE PRESIDENT	15.00	
6730	FISCHER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY THE PRESIDENT	15.00	
TRIP TOTAL						30.00	
MONTH TOTAL						30.00	
ORGANIZATION TOTAL						12,613.77	

W H I T E   H O U S E   E N T E R T A I N M E N T   R E P O R T

AS OF DATE: JANUARY 31, 1983

DEPUTY CHIEF OF STAFF

PAYEE	ACCOUNT	PURPOSE	DATE	AMOUNT
CENTURY PLAZA		OFFICIAL MEETING	10/08/82	45.32
BLAIR HOUSE		LUNCHEON	10/25/82	95.00
WH STAFF MESS	WHSA-01	JACKSON PLACE LUNCHEON	10/15/82	46.35
BLAIR HOUSE		LUNCHEON	10/22/82	112.15
BLAIR HOUSE		BREAKFAST	11/05/82	137.40
BLAIR HOUSE		LUNCHEON	11/09/82	100.33
ORGANIZATION TOTAL				536.55

THE WHITE HOUSE

WASHINGTON

February 9, 1983

MEMORANDUM FOR: PAT BYE

FROM: BETTY UBBENS BU

SUBJECT: BLAIR HOUSE EXPENSES

Attached you will find copies of the Blair House bills for fiscal year 1983 that you have been charged to Mr. Deaver's entertainment account, as you requested. Also included is one bill from the White House Staff Mess for an October 15 luncheon that was charged to this account.

I understand that these communications strategy luncheon meeting are held every Friday at the Blair House, and if it is not available they are then held at Jackson Place. The participants of these meetings are Messrs. Deaver, Baker, Darman, Fuller, Gergen, Williamson, and McManus.

Mr. Darman's office informed me that Mr. Deaver is the host of these meetings and that is why the bills are sent to him. In addition, Mr. Darman's office keeps a list of attendees for each of these meetings.

In addition to the current bills for the January 7, 1983 luncheon (which is being processed for payment), to date there are three more bills that can be expected for luncheons held on January 21, January 28, and February 4.

I hope this information will be helpful. If I may be of further assistance please do not hesitate to call.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

DATE: February 9, 1983

FOR: DICK WHITE
WH ADMINISTRATIVE OFFICE

FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

SUBJECT: AUTHORIZATION FOR PAYMENT

COMPANY: Blair House
1651 - 1653 Penn. Ave., N.W.
Washington, D.C. 20006

CHECK PAYABLE TO: Blair House

AMOUNT: $96.98

PURPOSE: January 7, 1983 Communications strategy meeting

Date	*Invoice*	*Item*	*Quantity*	*Amount*

To be paid by/from: Deaver Entertainment Account

Authorized by: ______________________
(signature of approving official)

Date sent for payment: ______________________

COMMENTS:

BLAIR HOUSE
THE PRESIDENT'S GUEST HOUSE
1651-1653 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

February 3, 1983

Mr. John Rogers
White House Administrator
The White House
Ground Floor - West Wing
Washington, D.C. 20500

Dear Mr. Rogers:

Enclosed is a bill in the amount of $96.98 for a luncheon hosted by Michael Deaver at Blair House on January 7, 1983.

Would you please see that a check made out to "Blair House" is sent to me at the address above in the amount of $96.98.

Thank you for your attention.

Sincerely,

Carol B Somerville

Carol B. Somerville (Miss)
Assistant Manager

cbs
Enclosure

Attendees:

Mr. Deaver
Mr. Baker
Mr. Darman
Mr. Fuller
Mr. Gergen
Mr. Williamson
Mr. McManus

BLAIR HOUSE
THE PRESIDENT'S GUEST HOUSE
1651-1653 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

2/3/83

EXPENDITURES FOR THE LUNCHEON HOSTED BY MICHAEL DEAVER ON JANUARY 7, 1983

RECEIVED ON ACCOUNT:		- 0 -
EXPENDITURES:		
Safeway	$ 45.98	
Supplemental staff	51.00	
TOTAL EXPENDITURES:	$ 96.98	
BALANCE DUE BLAIR HOUSE:		$ 96.98

THE WHITE HOUSE

WASHINGTON

December 16, 1982

...d White

JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

AUTHORIZATION FOR PAYMENT

...Y: Blair House

1651 - 1653 Pennsylvania Ave., N.W.

Washington, D.C. 20006

...PAYABLE TO: as noted below

...NT: see below

...OSE: Communication strategy

Breakfast meeting - 11/5/82

Date	Invoice	Item	Quantity	Amount

To be paid by/from: Deaver Entertainment

Authorized by: [signature]
(signature of approving official)

Date sent for payment: Dec. 21, 1982

COMMENTS:

Check payable to Blair House- $27.67

Check payable to Department of State - $109.73

ob 30
acc 103

APPROVED FOR PAYMENT

[signature] 12/21

...16.82

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 15, 1982

1982 DEC 16 AM 5 33

TO: ADM OFFICE

FROM: MICHAEL K. DEAVER M

SUBJECT: Breakfast - Blair House, November 5, 1982

For your information:

Attendees:
M. K. Deaver
R. Darmen
C. Fuller
R. Williamson
J. Baker
D. Gergen
M. McManus

Purpose: Communication Strategy

1982 DEC 13 PM 6 01

December 9, 1982

Mr. John Rogers
White House Administrator
West Wing - Ground Floor
The White House
Washington, D.C. 20500

Dear Mr. Rogers:

Enclosed you will find a bill for a breakfast held at Blair House hosted by Michael Deaver on November 5, 1982.

The bill should be paid in two separate checks. One should be made out to Blair House in the amount of $27.67 and the other should be made out to the Department of State in the amount of $109.73. Please send both checks to me at the above address.

Thank you for your assistance.

Sincerely,

Carol B. Somerville

Carol B. Somerville (Miss)
Assistant Manager

cbs
Enclosure

TOTAL $137.40

BLAIR HOUSE
THE PRESIDENT'S GUEST HOUSE
[illegible] Avenue N.W.
[illegible] D.C. 2000[illegible]

EXPENDITURES FOR THE BREAKFAST HELD AT BLAIR HOUSE ON NOVEMBER 5, 1982 AND HOSTED BY MICHAEL DEAVER

RECEIVED ON ACCOUNT:		- 0 -
EXPENDITURES:		
Safeway	$ 27.67	
Overtime for staff	109.73	
TOTAL AMOUNT DUE:		$ 137.40

Check in the amount of $27.67 should be made out to "Blair House."

Check in the amount of $109.73 should be made out to "Dept. of State."

1982 DEC 13 PM 6 01

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

DATE: Nov. 19, 1982

FOR: DICK WHITE
WH ADMINISTRATIVE OFFICE

FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

SUBJECT: AUTHORIZATION FOR PAYMENT

COMPANY: Blair House
1651-1653 Pennsylvania Avenue, NW
Washington, D.C. 20006

CHECK PAYABLE TO: Blair House

AMOUNT: $100.33

PURPOSE: Official luncheon

Date	Invoice	Item	Quantity	Amount
11-9-82		please see attached		$100.33

To be paid by/from: Deaver Entertainment

Authorized by: [signature]
(signature of approving official)

Date sent for payment: Nov. 30, 1982

COMMENTS:

ob 30
dun 103
FY 83

APPROVED FOR PAYMENT
/S/ RWhite 12/1/82

BLAIR HOUSE
THE PRESIDENT'S GUEST HOUSE
1651-1653 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

November 16, 1982

Mr. John Rogers
White House Administrator
West Wing - Ground Floor
The White House
Washington, D.C. 20500

Dear Mr. Rogers:

Enclosed you will find a bill for a luncheon hosted by Michael Deaver at Blair House on November 9, 1982. The total amount to be paid is $100.33.

Would you please send a check made out to "Blair House" to me at the above address for that amount.

Thank you for your attention.

Sincerely,

Carol B. Somerville

Carol B. Somerville (Miss)
Assistant Manager

cbs
Enclosure

Senior Staff Meeting on future planning and communications.

Present at meeting:
- Mr. McManus
- Mr. Deaver
- Mr. Baker
- Mr. Williamson
- Mr. Gergen
- Mr. Fuller

BLAIR HOUSE
THE PRESIDENT'S GUEST HOUSE
1651-1653 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

EXPENDITURES FOR THE LUNCHEON HOSTED BY MICHAEL DEAVER AT BLAIR HOUSE NOVEMBER 9, 1982

RECEIVED ON ACCOUNT:		- 0 -
EXPENDITURES:		
Hudson Brothers	$ 10.00	
Safeway	45.33	
Supplemental staff	45.00	
Subtotal	$ 100.33	
TOTAL EXPENDITURES DUE BLAIR HOUSE:		$ 100.33

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

DATE: Nov. 8, 1982

FOR: DICK WHITE
WH ADMINISTRATIVE OFFICE

FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

SUBJECT: AUTHORIZATION FOR PAYMENT

COMPANY: Blair House
1651-1653 Pennsylvania Avenue.
Washington, D.C. 20006

CHECK PAYABLE TO: Blair House

AMOUNT: $95.00

PURPOSE: Official entertainment

Date	Invoice	Item	Quantity	Amount
11-5-82		please see attached		$95.00

To be paid by/from: Deaver Entertainment

Authorized by: ____________
(signature of approving official)

Date sent for payment: ____________

COMMENTS:

APPROVED FOR PAYMENT
/S/ ____________ 11/10

Obj 30
Div 103
FY 83

BLAIR HOUSE

THE PRESIDENT'S GUEST HOUSE

Washington, D.C. 20006

November 5, 1982

Mr. John Rogers
White House Administrator
Ground Floor - West Wing
The White House
Washington, D.C. 20500

Dear Mr. Rogers:

Enclosed you will find a bill for a luncheon hosted by Michael Deaver on October 25 at Blair House. The total amount to be paid is $95.00.

Would you please send a check made out to "Blair House" in that amount to me at the above address.

Thank you for your attention.

Sincerely,

Carol B. Somerville

Carol B. Somerville (Miss)
Assistant Manager

cbs
Enclosure

November 5, 1982

EXPENDITURES FOR THE LUNCHEON HOSTED BY MICHAEL DEAVER
October 25, 1982

RECEIVED ON ACCOUNT:		- 0 -
EXPENDITURES:		
Safeway	$ 50.00	
Part time staff salary	45.00	
TOTAL EXPENDITURES:	$ 95.00	
BALANCE DUE BLAIR HOUSE:		$ 95.00

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

DATE: Nov. 8, 1982

FOR: DICK WHITE
WH ADMINISTRATIVE OFFICE

FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

SUBJECT: AUTHORIZATION FOR PAYMENT

COMPANY: Blair House
1651-1653 Pennsylvania Avenue, NW
Washington, D.C. 20006

CHECK PAYABLE TO: Blair House

AMOUNT: $112.15

PURPOSE: Official entertainment - 10/22

Date	Invoice	Item	Quantity	Amount
11-5-82		please see attached		$112.15

To be paid by/from: Deaver Entertainment

Authorized by: [signature]
(signature of approving official)

Date sent for payment:

COMMENTS:

Of 30
Din 103
8483

APPROVED FOR PAYMENT
/S/ [signature] 11/10

BLAIR HOUSE
THE PRESIDENT'S GUEST HOUSE
1651 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

November 5, 1982

Mr. John Rogers
White House Administrator
West Wing - Ground Floor
The White House
Washington, D.C. 20500

Dear Mr. Rogers:

Enclosed you will find a bill for a luncheon held at Blair House on October 22, 1982 hosted by Michael Deaver. The total amount to be paid is $112.15.

Would you please send a check made out to "Blair House" in that amount to me at the above address.

Thank you for your attention.

Sincerely,

Carol B. Somerville (Miss)
Assistant Manager

cbs
Enclosure

BLAIR HOUSE
THE PRESIDENT'S GUEST HOUSE
[illegible] Avenue, N.W.
[illegible] D.C. 20006

November 5, 1982

EXPENDITURES FOR THE LUNCHEON HOSTED BY MICHAEL DEAVER, OCTOBER 22, 1982

RECEIVED ON ACCOUNT:		- 0 -
EXPENDITURES:		
Safeway	$ 67.15	
Part time staff salary	45.00	
TOTAL EXPENDITURES:	$ 112.15	
BALANCE DUE BLAIR HOUSE:		$ 112.15

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 14, 1982

FOR: Richard White

FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

SUBJECT: AUTHORIZATION FOR PAYMENT

COMPANY: The White House Staff Mess
The White House
Washington, D.C. 20500

CHECK PAYABLE TO: The White House Staff Mess

AMOUNT: $46.35

PURPOSE: Special Account WHSA - 01 October (Special Function) 10/15

Date	Invoice	Item	Quantity	Amount
		see attached		

To be paid by/from: Deaver Entertainment Account

Authorized by: ____________________
(signature of approving official)

Date sent for payment: ____________________

COMMENTS:

APPROVED FOR PAYMENT
/S/ RWhite 12/15

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9483

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 13, 1982

TO: ADM OFFICE

FROM: PAT BYE PB
Adm Asst to Mr. Deaver

SUBJECT: Jackson Place Luncheon

Per your request, the following information is furnished:

Participants at October 15, 1982 Luncheon:

Michael K. Deaver
Richard Darmen
C. Fuller
Dave Gergen
Rich Williamson
Michael McManus

Purpose: Communications Strategy.

Co:

WHITE HOUSE STAFF MESS
THE WHITE HOUSE
WASHINGTON, D.C. 20500

11/17/82

1982 NOV 26 AM 2 38

SPECIAL ACCOUNT # WHSM-01

Pay to

PLEASE MAKE ALL CHECKS
PAYABLE TO:
"WHITE HOUSE STAFF MESS"
AND FORWARD TO 404 EOB

WH HOUSE SPEC ACCT/T. ELMORE
WEST WING
THE WHITE HOUSE
PHONE:

AMOUNT DUE: 46.35

PLEASE DETACH AND RETURN WITH REMITTANCE

CHARGES FOR SPECIAL ACCOUNT OCT 82

DATE	EXPLANATION	AMOUNT
OCT 15	SPEC. FUNCTION LUNCH/JAXPLACE/HOST:M. DEAVER	46.35

PREVIOUS BALANCE	PAYMENTS	CURRENT CHARGES	AMOUNT DUE
0.00	0.00	Amt 46.35	46.35

THE WHITE HOUSE

WASHINGTON

January 17, 1983

MEMORANDUM FOR: PAT BYE

FROM: THERESA A. ELMORE TE
ADMINISTRATIVE OFFICER

SUBJECT: GSA CHARGES

Attached please find a listing of miscellaneous GSA charges incurred by your office during the month of December. These have been recorded by Pat Devine of the Office of Administration, who acts as liaison to GSA in these matters, and then sent to the White House Administrative Office for review in light of budgetary constraints. We are forwarding a copy to you for your files.

Any questions you have on the attached, or on GSA in general, may be addressed to Laura Eddy, whom I have recently appointed to act as my liaison in regard to all GSA matters for the White House.

It is apparent that even further reductions of these expenditures continue to occur.

Thank you again.

Office of Michael K. Deaver P. Bye December

DATE REC'D	PERFORMED FOR	CHARGE TO	LOCATION PHONE	DESCRIPTION	HRS	LABOR	MAT'L	TOTAL	COMP DATE
12/01	W. Sittman	TKT# 442	1st FLR W/W	move furniture	1	13.51	0	13.51	12/02
			December Total		1	13.51	0	13.51	

Sig ①

0K 12-1-82 [illegible]

OFFICE OF ADMINISTRATION
Building Services Request Form

Facilities Coordinator: Tetler Morris | OA | 52 | 7005
Name | Office or agency | Room | Ext.

Work to be Performed for: Bill Sittman | WHS | 1st FL West Wing
Name | Office or agency | Room | Ext.

(across from Deaver)

12/2/82 ~~11:30 pm~~ 7:30

CONSTRUCTION WORK

- ☐ Wall removal
- ☐ Wall installation
- ☐ Wall repaired
- ☐ Partition removal
- ☐ Partition installation
- ☐ Door removal
- ☐ Door installation
- ☐ Door repaired
- ☐ Ceiling removal
- ☐ Ceiling installation
- ☐ Windows replaced/repaired

CARPENTRY WORK

- ☐ Cabinets built/removed
- ☐ Shelves built/removed
- ☐ Counters built/removed
- ☐ Frames built/removed
- ☐ Boxes built

PAINTING & PRIMING

- ☐ Selection of colors
- ☐ Plastering or Patching
- ☐ Overall painting
- ☐ Painting touch-up
- ☐ Painting of trims

ELECTRICAL WORK

- ☐ Repair (fuses, wires)
- ☐ Ceiling bulb replacement
- ☐ Buzzers, bells
- ☐ Xerox malfunctions
- ☐ Light switches (repair)
- ☐ Ice machines (repair)
- ☐ Outlets installed
- ☐ Lighting/power failures
- ☐ Light switch removal

ELECTRICAL (continued)

- ☐ Light switch installation
- ☐ Thermostat replacement

VENTILATION

- ☐ Window insulation/caulking
- ☐ Temperature control
- ☐ Heating/AC failures
- ☐ Air conditioner installation
- ☐ Air conditioner removal
- ☐ Fume/odor removal
- ☐ Fireplace servicing

INTERIOR DESIGN

- ☐ Design consulting
- ☐ Space planning
- ☐ Furniture layout
- ☐ Exchange of furniture
- ☐ Fabric selection
- ☐ Selection of accessories (lamps, mirrors, etc.)
- ☐ Finish/Stain

CARPETING

- ☐ Selection of colors
- ☐ Installation
- ☐ Spot cleaning
- ☐ Overall cleaning
- ☐ Patching
- ☐ Restretching
- ☐ Replacement

FURNITURE

- ☐ Selection of
- ☐ Reupholstering
- ☐ Spot removal

FURNITURE (continued)

- ☐ Overall cleaning
- ☐ Repair
- ☐ Touch-up
- ☐ Finish/Stain

DRAPERIES

- ☐ Selection of
- ☐ Hanging
- ☐ Replacement
- ☐ Repair
- ☐ Cleaning
- ☐ Rehanging

OFFICE DECOR

- ☐ Official seals
- ☐ Official flags
- ☐ Flagpoles
- ☐ Desk plates
- ☐ Door signs
- ☐ Picture framing
- ☐ Picture hanging
- ☐ Glass desk tops
- ☐ Plastic chair slides

MOVING OF ANY KIND

- ☐ Packing/crating of boxes
- ☐ Office moving
- ☒ Furniture moving
- ☐ Supply equipment moving

WALLPAPER

- ☐ Selection of
- ☐ Installation
- ☐ Patching/Repair
- ☐ Replacement

TILES & MASONRY

- ☐ Selection of
- ☐ Repair
- ☐ Installation

LOCKSMITHING

- ☐ Locks repaired
- ☐ Locks installed
- ☐ Locks removed
- ☐ Keys made

TELEPHONES

- ☐ Installation
- ☐ Intercoms/PL's/Rotaries
- ☐ Disconnection
- ☐ Removal

CLEANING

- ☐ Spot cleaning
- ☐ Overall cleaning
- ☐ Emergency cleaning
- ☐ Balcony cleaning
- ☐ Hallway cleaning
- ☐ Insect/Rodent control
- ☐ Untimely trash pick-up

MISCELLANEOUS OR UNLISTED

- ☐ ____________
- ☐ ____________
- ☐ ____________
- ☐ ____________
- ☐ ____________

Explanatory Remarks: TAKE 1 chair from 575 TO BILL SITTMAN 1st FL W.W.

Corner office by the Xerox machine

COMPLETED

#442
12/1/82

TO BE RETURNED TO
OEOB 350, % SALLY KORTLANG (x7130)