

Forms

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To See Complete Finding Aid:

http://www.jimmycarterlibrary.gov/library/findingaids/Carter-Mondale%20Campaign_1976.pdf

EXPENSE REPORTING

Instructions

1. List on this report only your out-of-pocket expenditures and those charged on your personal credit cards.

Do not list items charged to Carter/Mondale Campaign credit cards.

2. Travel via tourist class on airlines. Use first class only when reservations are not available in tourist class. When requesting reimbursement for airline charges, submit the customer copy of airline ticket.

3. Itemize and attach supporting receipts (not your credit card copy) for all

- . Airline travel
- . Lodging
- . Rental cars

4. For meals, charge in actual cost, not to exceed \$12.00 a day. For partial days, use the following guidelines: breakfast, \$2.50; lunch, \$3.50; dinner, \$6.00. Remember, we are on a very tight budget.

5. Mileage is reimbursed at 12¢ per mile.

6. IRS requires a receipt for any other expenditures over \$25.00.

7. Unfortunately, current FEC regulations will not permit us to reimburse you for expenditures which are not properly documented.

8. Submit this report at least every two weeks. Mail directly to:

1976 Democratic Presidential Campaign Committee, Inc.
Budget and Finance Department
100 Colony Square, Suite 2222
1175 Peachtree Street, N.E.
Atlanta, Georgia 30361

CHECK REQUEST

1976 Democratic Presidential Campaign Committee, Inc.

Payee Name _____

Payee Address _____

Amount _____

Requested by _____

Date Requested _____

Purpose of Payment _____

Field Office (Cost Center) to be Charged _____

Approved for Payment _____

(department head or his authorized agent)

Carter/Mondale Only
OR
 Shared with Other Candidates
(specify)

Paid by Draft
OR
To Be Paid

CHECK REQUEST

1976 Democratic Presidential Campaign Committee, Inc.

Payee Name (print) _____

Payee Address (print) _____

Amount \$ _____

Requested by (print) _____

Date Needed: _____

Purpose of Payment (print) _____

Field Office (Cost Center)
to be Charged (print) _____ // _____
code

Approved for Payment _____
(Cost Center Director or his authorized agent)

Carter/Mondale Only

Paid by Draft

OR

OR

Shared with Other Candidates

To be Paid

ATTACH SUPPORTING DOCUMENTATION
(Invoice, Packing Slip, Statement, Receipt, etc.)

PICK UP OR MAIL

EMORY UNIVERSITY LIBRARY

Borrowing Regulations for Local Research Workers

I. Classification

1. Persons in this classification are those not connected with an institution of higher learning but who have made full use of local resources and who need material for a book, a scholarly article or an address requiring scholarly research for which Emory has unique sources or the only material in the area.
2. Persons applying for a Local Research card must give as reference an Emory faculty member or an Atlanta resident listed in the telephone directory and provide satisfactory identification.

II. General Borrowing Regulations

1. Persons in this classification must present a valid "Local Research" card in order to withdraw library material. This card is available upon application to the Chief Circulation Librarian or one of the Reference Librarians.
2. Borrowing privileges are not transferable and must be exercised personally.
3. Borrowing privileges do not extend to periodicals.
4. No more than five books may be checked out at one time.
5. All material checked out is subject to recall immediately if needed for reserve purposes.
6. Borrowers are responsible for material checked out until it is returned to the Library or section of the Library from which it was borrowed.
7. Violation of borrowing regulations will result in a revocation of borrowing privileges.

III. Loan Periods

1. Books are checked out for two week loan periods and may be renewed if they have not been reserved by another reader.
2. All books must be brought to the Circulation Desk for renewal.
3. Limited Circulation
 - (a) Books in the New Book Room may be borrowed for two weeks and are not renewable.
 - (b) Government documents in the Documents Center may be borrowed for two weeks and are renewable. Some documents are for reference use only.

IV. Stack Floors

Borrowers in this classification do not have access to stack floors 1-6.

V. Overdue Books and Fines

1. A fine of ten cents per day is charged for each overdue book.
2. Failure to return an overdue book requested by another borrower results in a fifty cents per day fine.

VI. Lost or Damaged Books

Lost or damaged books must be paid for or replaced by the borrower.

1. Replacement charged for lost books:
 - Lost book in print: cost of book plus \$2.50 processing fee.
 - Lost book out of print: cost of Zerox reproduction at five cents per page plus \$2.50 processing fee.
2. Damaged books: cost of repair; if not repairable, price of lost book as above.
3. Borrower may replace lost or damaged book with a copy acceptable to the Library, plus \$2.50 processing fee.

Library privileges will be withheld after accrual of more than \$2.00 for fines and/or payment for lost books.

7/28/76

ISSUES

Credit Cards

- ✓ Sam Bleicher 636-9617
- ✓ Sandy Cohen 355-1426
- ✓ Stuart Eizenstat 387-8258
- ✓ Jim Fallows 634-5285
- ✓ Bob Havely 255-2293
- ✓ Dick Holbrooke 872-4480
- JoAnn Kornick 872-7580
- ✓ Orin Kramer 874-3952
- ✓ Laura Kreuzer 633-8795
- Oliver Miller 457-7182
- ✓ Debbie Niden 355-7145
- ✓ David Rubenstein 233-8361
- ✓ Neil Sader 876-7915
- ✓ Kitty Schirmer 634-7433
- ✓ Al Stern
- ✓ Noel Sterrett
- ✓ Steve Travis
- ✓ Paula Watson

ISABEL HYDE

- ✓ Ginsburg
- ✓ Jasinowksi, Jerry
- Jensen
- Johnston, BILL
- Shapiro

JOE DUFFY
 HARRY SCHWARTZ WASH.

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APPLICATION FOR A LOCAL RESEARCH WORKER'S CARD

Name _____

Home Address _____ Telephone _____

Business Address _____ Telephone _____

Subject of Research Project _____

Purpose of Research _____

Anticipated date for completion of project _____

Library or Libraries in Atlanta area that you normally use:

Have you consulted the above libraries for this project? _____

Other local sources that you have used for this project _____

Atlanta Reference: Name _____

Address _____

Telephone _____

Date _____ Signature _____

Do not write below this line

Approved by _____

Date _____

Expires _____

REQUEST FOR AIRLINE TICKET

NAME _____

REQUESTED BY _____

DATE OF TRAVEL _____

PURPOSE OF TRAVEL _____

DATE _____

APPROVED BY _____

	LEAVE	ARRIVE	AIRLINE	FLT/CLASS	DATE	STATUS
FROM:						
TO:						
TO:						
TO:						
TO:						
TO:						
TO:						
TO:						
TO:						
TO:						

BASE _____ TAX _____ TOTAL _____ SC _____

REQUEST FORM FOR INFORMATION FROM NEW YORK TIMES' INFORMATION BANK

NAME _____

DEPARTMENT _____

DESCRIPTION OF SEARCH (PLEASE BE AS SPECIFIC AS POSSIBLE)

APPROVED BY:

Department Head

PLEASE DO NOT FILL OUT BELOW

TIME USED _____

SEARCH TERMS _____

DATE _____

COMPLETED BY _____

REQUEST FOR CREDIT CARD BY
POLITICAL CAMPAIGN ORGANIZATION

_____ (hereinafter called
(Name of organization)

"Applicant") hereby requests _____
(name of telephone company)
(hereinafter called "the Issuer") to issue a credit card
bearing the number _____ (which card and number are
hereinafter respectively referred to as "the credit card"
and "the credit card number"). The credit card will be
assigned by Applicant exclusively to _____
(name of individual)
(hereinafter called "Assignee").

The credit card will be issued in and will bear
the names of both Applicant and Assignee. It is understood
and agreed that both Applicant and Assignee shall be the
cardholders and that, to the extent hereinafter described,
they accordingly shall be jointly and severally liable to
pay all charges for telecommunications services rendered
and charged to the credit card number. For purposes of
convenience, however, it is agreed that all such charges
are to be included initially in the billings to Applicant's
account under the following telephone number: _____.

Applicant and Assignee agree to comply strictly
with all of the following terms and conditions as a considera-
tion for the issuance of the credit card herein requested:

(1) The credit card to be issued hereunder is to be used exclusively by Assignee and cannot be otherwise assigned.

(2) Neither Applicant nor Assignee shall authorize, expressly or impliedly, or otherwise permit the use of the credit card number by any person other than Assignee.

(3) If, however, Applicant should authorize or otherwise permit use of said number in violation of paragraph (2), then Applicant shall be primarily liable for the payment of all charges resulting therefrom; and if Assignee should authorize or otherwise permit use of said number contrary to paragraph (2), then both Applicant and Assignee shall be jointly and severally liable for the payment of all charges resulting therefrom.

(4) The credit card cannot be canceled unless and until it has been physically returned to the Issuer together with 10 days prior written notice of cancellation signed either by Applicant or Assignee. If cancellation is not effected in this manner, both Applicant and Assignee shall continue to be liable for all charges generated by the use of the credit card number, except where the credit card has been lost or stolen and the use occurs

after notice has been given in accordance with paragraph (5) below. If Applicant certifies, however, in its written notice of cancellation that physical return of the credit card has been rendered impossible by refusal of Assignee to return it or the inability of Applicant to locate Assignee in order to request the return of the card from Assignee, then physical return of the credit card will not be required under those circumstances to effect a cancellation thereof.

Issuer may at any time revoke the credit card and any authority to use the credit card number arising from the issuance of said card by the giving of 10 days prior written notice to either Applicant or Assignee. Such notice may be effected by mailing it in a post-paid envelope addressed to Applicant or Assignee at the mailing address designated for the addressee beneath its signature herein below.

(5) If the credit card is lost or stolen, Applicant or Assignee shall immediately notify the Issuer of such loss or theft and promptly confirm same in writing to the Issuer. For the purpose of this agreement, such notification shall not be effective prior to receipt of said written confirmation by the Issuer.

(6) The provisions of paragraphs (4) and (5) hereof notwithstanding, Applicant and Assignee shall continue to remain jointly and severally liable after cancellation, notification of loss or theft, or revocation pursuant thereto for any charges incurred through the subsequent use of the credit card number by Assignee or any person authorized or otherwise permitted by Assignee, in contravention of this agreement, to use such number, and Applicant shall likewise continue to remain liable thereafter for any charges incurred through the subsequent use of the credit card number by any person authorized or otherwise permitted by Applicant in contravention of this agreement to use such number, provided that the liability of either Applicant or Assignee hereunder for charges incurred by other persons (persons other than the Assignee) shall terminate when such other persons have been notified in writing by Applicant or Assignee that their authority has been revoked. A copy of any such notification shall be provided promptly to Issuer.

Applicant and Assignee have read the foregoing terms and conditions and, in consideration of the issuance

of the credit card hereunder, agree to comply strictly with
and abide by them.

Dated: _____, 19__.

(Name of Applicant)

(Signature of Assignee)

By _____
(Signature and Title
of Signer)

(Mailing Address of
Assignee)

(Mailing Address of
Applicant)

(Home Telephone Number
of Assignee)