



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

More Stamps Please!

Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Wed, Jul 21, 2021 at 2:05 PM

To: Desiree Thompson (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Beau Harrison (b) (6)

Postage is uploaded

On Wed, Jul 21, 2021 at 4:23 PM Desiree Thompson (b) (6) wrote:

This is our final FINAL order!

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

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U.S. General Services Administration

**Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Signatures for Autopen Machine

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Jul 20, 2021 at 1:52 PM

To: Desiree Thompson (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Just so I'm clear, you want these 4 signatures that are numbered on the USB drive? And you want MT signature from the old request? Is there only one for MT?

On Tue, Jul 20, 2021 at 4:42 PM Desiree Thompson (b) (6) wrote:

Let me know if you received this originally and if the attached will work. Des

From: Desiree Thompson (b) (6)

Date: Tuesday, July 13, 2021 at 2:28 PM

To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Beau Harrison (b) (6)

Subject: Signatures for Autopen Machine

Hello ladies, I have attached 4 DJT approved signatures to add to an SD card to allow up greater flexibility in signing items. Will you please let me know if you need me to fill out any forms for the signatures? They can be named DJT 1 – 4 if that works. Please ignore the signatures for Mrs. Trump. Des

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

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Kathleen K. Geisler

Director

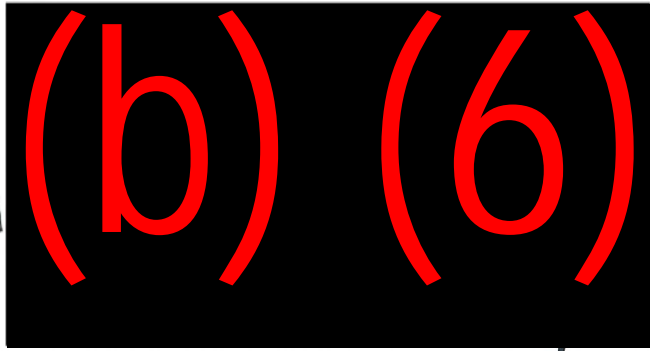
Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

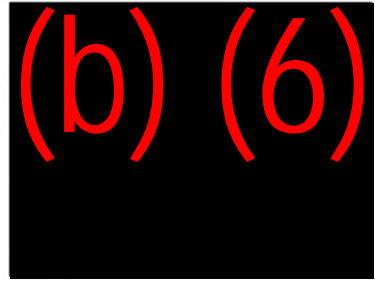
(b) (6) (cell)

● #1

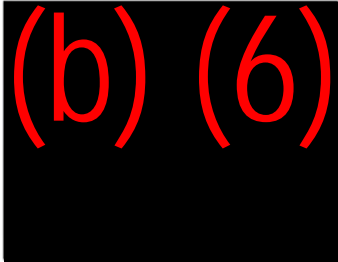


* Default letter sig

~~#7~~

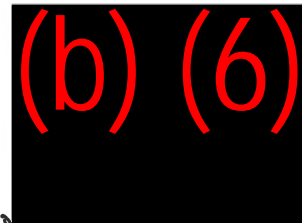


● #2



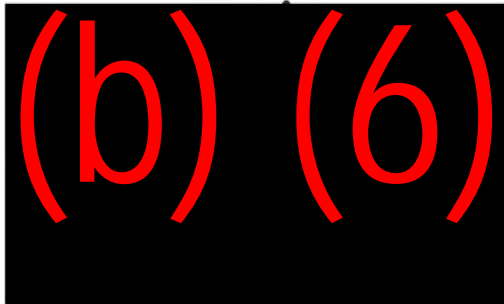
* Default photo sig

~~#8~~



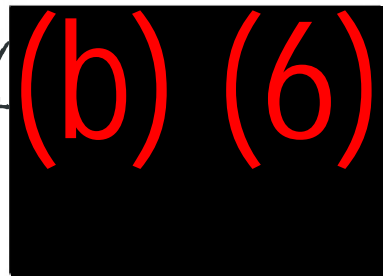
* Default photo sig

● #3

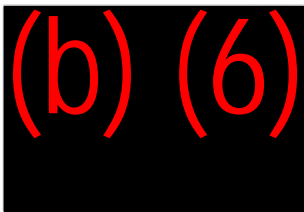


* Default alt. letter sig

~~#9~~



● #4



* Default alt. photo sig

* Please ask for regular Pen, signature # _____

● Please note: There is no need to specify a preference if you want the default sig



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Please Submit Final Payroll Memo for 7/17 - 7/21 - DUE ASAP

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Wed, Jul 21, 2021 at 11:45 AM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you so much!

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Wed, Jul 21, 2021 at 11:43 AM Beau Harrison (b) (6) wrote:

Memo attached!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Wednesday, July 21, 2021 at 2:28 PM**To:** Beau Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** Please Submit Final Payroll Memo for 7/17 - 7/21 - DUE ASAP

Good afternoon Beau,

Can you please submit a final memo to reflect the final 3 work days in the transition period.

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)



July 21, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump

Name	7/18	7/19	7/20	7/21
	Sun	Mon	Tue	Wed
Dan Scavino		(b) (6)	(b) (6)	(b) (6)
Molly Michael		(b) (6)	(b) (6)	(b) (6)
Nicholas Luna		(b) (6)	(b) (6)	(b) (6)
Beau Harrison		(b) (6)	(b) (6)	(b) (6)
Stephen Miller		(b) (6)	(b) (6)	(b) (6)
Hayley D'Antuono		(b) (6)	(b) (6)	(b) (6)
Marcia Kelly		(b) (6)	(b) (6)	(b) (6)
Eliza Thurston		(b) (6)	(b) (6)	(b) (6)
Desiree Thompson		(b) (6)	(b) (6)	(b) (6)
(b) (6)		(b) (6)	(b) (6)	(b) (6)
(b) (6)		(b) (6)	(b) (6)	(b) (6)
(b) (6)		(b) (6)	(b) (6)	(b) (6)
(b) (6)		(b) (6)	(b) (6)	(b) (6)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Final OA for One Potomac Yard

Beau Harrison (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Wed, Jul 21, 2021 at 9:44 AM

Signed copy attached! Thank you. And yes – this email will still remain active.

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, July 21, 2021 at 9:25 AM
To: Beau Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Final OA for One Potomac Yard

Beau -- this is the final OA for One Potomac Yard. Your original OA ended on February 28 because the lease expired. They finally signed the lease extension and this OA will take you through July. This is for our records.

Please sign and return today, if possible.

Also, in case we have outstanding issues can we continue to reach you on this email address as you transition to the Former President's staff.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

**Final OA Signed - One Potomac Yard.pdf**

6216K

Signed Agreement and Financial Summary

OCCUPANCY AGREEMENT Between GSA TRANS OUT PRES (4728) And GENERAL SERVICES ADMINISTRATION

AVA09142	Draft	Version:	10	Date Last Modified:	20-Jul-2021
VA0907ZZ		LVA01718		Late Replacement	

GSA TRANS OUT PRES (Code 4728) will occupy 4,478.50 usable (5,353.04 rentable) square feet of space and 0 structured parking spaces and 0 surface parking spaces at ONE POTOMAC YARD (VA0907) located at 2777 Crystal Dr, ARLINGTON, VA, for a period of 7 months commencing on or about 01/20/2021.

GSA TRANS OUT PRES (Code 4728) will pay the General Services Administration rent in accordance with the attached page(s). The rental will be adjusted annually for operating cost and real estate taxes.

GSA TRANS OUT PRES (Code 4728) will pay the General Services Administration additional rent for prorated share of joint use space associated with this location, if any.

Additional/reduced services are shown on the attached Occupancy Agreement Financial Summary.

Mandatory Clauses

Promoting Efficient Spending

Reduce the Footprint

The Office of Management and Budget Memorandum, "Promoting Efficient Spending to Support Agency Operations" issued on May 11, 2012 and Management Procedures Memorandum issued on March 25, 2015, have established a Reduce the Footprint policy for executive agencies. GSA TRANS OUT PRES is responsible for making sure their space request is consistent with any applicable square foot reduction targets and can contact TotalWorkplace@gsa.gov for help developing agency-wide space design standards that optimize their space usage.

Federal Specific Mandatory Clauses

Federal Construction

In the case of Federal construction, the parties agree that PBS is responsible for providing the funds necessary to acquire land (if appropriate), design and construct the building shell, and fund the tenant agency's tenant improvement allowance. The tenant agency is responsible for any tenant improvement costs in excess of the tenant improvement allowance. The parties further agree that savings or cost over-runs on the acquisition of land or the design and construction of building shell will not result in increases or decreases in the tenant allowance amount, except in the case of prospectus level projects, where bids for the construction of the shell are over the approved budget. In this case, it is permissible to lower the tenant allowance in order to increase the shell budget, but only with approval of the tenant agency. The tenant agency can appeal to the PBS asset manager in cases in which the agency's assigned tenant improvement

allowance is inadequate to provide basic functionality for the space.

Building Services

Building services to be provided are outlined in the PBS Pricing Desk Guide. Additional or upgraded services beyond those identified are provided by PBS on a reimbursable basis. Charges for certain recurring reimbursable services may be billed on the PBS Bill. Recurring charges for overtime utilities, enhanced custodial services, mechanical O&M HVAC, mechanical O&M Other and additional guard services are eligible for billing on the PBS Bill provided the tenant agency has been designated as a "participating agency". The charges must be initiated by the tenant agency and renewed annually. The recurring RWA processing fee will be assessed against each service billed.

Federal Rent Charges

Federal rental charges will consist of a shell rent plus amortized tenant improvements, if applicable. There may be additional charges for operating expenses, security, joint use, parking, and other space items such as antennas. In 2017, GSA transitions to 10-year rates for occupancies in buildings where new appraisals are available. OAs will be transitioned to a 10-year rate as the current shell rate terms expire. The shell or "as is" rent will be reset every 10 years. For OAs in a building without a new 10-year appraisal, the shell rate or as is rate will continue to be set for periods up to but not beyond 5 years. These OAs will transition to the new 10-year rate no later than FY22 as their current rate terms expire. In the case of buildings priced on a "Return on Investment" approach, the rent attributable to the original shell improvements will remain level for the duration of the OA. If additional capitalized shell replacements or improvements are made, the Shell Rent rate will be adjusted every 5 years to reflect the additional investment. Charges for operating expenses, joint use space, parking, antennas and security may be adjusted on an annual basis.

Obligation to Pay Rent

The Tenant agency's obligation to pay rent for the space governed by this OA commences when both of the following occur: the space is substantially complete and operationally functional. Occupancy and rent start will be coordinated with the Tenant.

1. The space is ready for occupancy of personal property, typically the substantial completion date. Substantial completion is signaled by PBS's acceptance of the space as substantially complete in accordance with the general construction contract documents. "Substantially complete" and "substantial completion" mean that the work, the common and other areas of the building, and all other things necessary for the Government's access to the premises and occupancy, possession, use and enjoyment thereof, as provided in the general construction contract, have been completed or obtained, excepting only such minor matters as do not interfere with or materially diminish such access, occupancy, possession, use or enjoyment

. PBS will offer to an authorized representative of the Tenant the opportunity to participate in a walk-through of the space prior to final acceptance of the space as substantially complete by PBS. The authorized representative of the Tenant will make himself or herself available so as to not delay the walk-through of the space. The authorized representatives of PBS and the Tenant will itemize any defects and omissions (D&Os, or "punch list") of the construction project that will need to be corrected prior to final contract payment. Provided that the D&Os are minor matters not materially diminishing use of the space, the authorized representative of PBS, acting on behalf of the Government and its Tenant, will determine substantial completion.

2. The space is operationally functional. Operationally functional means that the building systems included in the general construction contract must function and GSA-provided building-specific safety and security features must be operational. Related space that is necessary for a Tenant to function due to workflow adjacencies must be complete before rent commences

For large projects that entail phased occupancy of the Tenant's space, rent will commence on the individual

blocks of space when they are substantially complete and operationally functional. The blocks will be added to the Agency Space Assignment (ASA) incrementally. In the case of phased occupancy with separate ASAs (example, different Agency/Bureau codes), the rent start date for each ASA will occur when the space associated with it is substantially complete and operationally functional.

If there is a substantial punch list for the space that would interfere with the Tenant's full access, occupancy, possession, use and enjoyment of the space, and the Tenant chooses to move in anyway, GSA will negotiate a rent discount with the Tenant while the punch list work is being completed. If after hours work is required, GSA will ensure that adequate security is provided while the contractor is in the Tenant's space.

Once the above 'substantially complete' and 'operationally functional' requirements have been met, rent will commence. GSA does not provide tenant agencies a grace period prior to rent commencement to accomplish the physical move into the space or to allow for the installation of personal property such as phones, furniture, computers, etc. However, rent should not start until those personal property items that have been included in the General Services Administration's general construction contract, such as telephone and data systems or audio/video systems, are operational unless the Tenant chooses to move into the space pursuant to the preceding paragraph.

Tenant Agency Move

In the event the space covered by this OA involves a tenant agency move, once a design and construction schedule has been established it must be incorporated into this OA. Once part of this OA, the schedule becomes binding upon the tenant agency as well as upon PBS. Delay in project completion caused by either a) tenant agency failure to meet the review and approval times provided in the construction schedule, or b) tenant changes to project scope, will be borne by the tenant agency. As a consequence of tenant-caused delay, PBS may decline to postpone the scheduled substantial completion date (thereby advancing Rent commencement for the space) by the duration of the tenant-caused delay, on a day-to-day basis; this may result in rent charges at two locations simultaneously for the tenant. Additional direct expenses caused through tenant-caused delay or changes in project scope are chargeable against the tenant allowance; in the event the tenant allowance has been exhausted, the tenant must pay the lump sum cost by RWA. In summary, the tenant is responsible for the delay claim of the affected contractor and for rent that GSA budgeted to start on the date included in the Occupancy Agreement. If partial occupancy of the building is not possible due to one agency change, that agency is liable for the other tenant's rent who are unable to occupy their space on the date contained in their Occupancy Agreement. The rent start date should be adjusted for delay of occupancy caused by PBS failing to deliver the real property on time. The rent start date should not be adjusted for delay of occupancy caused by a GSA contractor failing to install personal property on time with one exception. For those personal property items that have been included in the general construction contract, such as telephone and data systems, or audio/video systems, and the systems are not ready, the rent start date should be adjusted. Delayed furniture delivery and installation, which is not part of the general construction contract, is not reason for delaying the rent start date. In its role as building owner, PBS may also be the cause of delay. Expenses associated with PBS-caused delay incurred by the tenant, for such things as additional storage for furniture, re-procurement expense, or additional consulting fees, will be credited against the tenant's rent obligation to PBS for the new space. In the case of excusable delay (e.g., force majeure or any other delay the cause of which is beyond the reasonable control of either PBS or the tenant agency), neither PBS nor the tenant agency may pursue the other for the consequences of the delay.

Occupancy Agreement Iterations

The parties hereby agree that iterations of OAs prepared before completion of a building design, and before final security/joint use charges are provided, contain preliminary financial terms only. Financial terms in preliminary OAs are estimates for budgeting purposes, and are updated through additional OA versions as business terms evolve throughout the space acquisition. Accordingly, execution by the tenant agency on

preliminary OAs constitutes that agency's commitment to the project, and is required prior to PBS awarding any contract for: design, construction/alterations, and/or a lease. Until site purchase or contract award to a design architect, the tenant agency has the right to cancel the proposed project without financial obligation.

PBS Services

The services that PBS provides may be found in the fifth edition of the Pricing Desk Guide. Unless PBS provides otherwise in writing, the cost of these services is included in PBS's rents and fees. Any services beyond those identified in the Pricing Desk Guide are provided by PBS for an additional charge.

Alterations by Tenant Agency

The tenant agency agrees that it will undertake no alterations to the real property governed by this OA without prior approval from PBS.

Payment of Tenant Improvements

The tenant agency must pay for tenant improvements in excess of the allowance by RWA. The tenant agency also has the right to pay lump sum for tenant improvements below the allowance threshold. The ability to make lump sum payments below the allowance threshold is only available at assignment inception, and only for the customization component of the allowance in new space. In backfill or relet space, if the tenant can accept existing tenant improvements "as is" or with modifications, the tenant can elect to waive all or part of the general allowance. Further, once the tenant allowance is set, if the agency then wishes to make a lump sum payment for improvements which are charged against the allowance, PBS cannot accept payments below the allowance threshold by RWA.

Move Cost Responsibilities

At the end of this OA term, if the tenant cannot remain in the space covered by this OA, the tenant is responsible for funding the physical move to new space. In the event PBS displaces or allows another user to displace the tenant before the expiration of the OA term, PBS must fund, or require the new user to fund, the tenant's physical move, and relocation of the tenant's telecommunications equipment. PBS must also reimburse, or require the new user to reimburse, the tenant for the undepreciated value of any lump sum payments the tenant made toward tenant improvements and the Rent differential at the new location until the displaced agency has time to budget. The Rent differential is calculated on all elements of Rent except the amortized tenant improvement cost. In the event of a PBS disposal of a building or an approved prospectus project requiring the agency relocation from this space before the expiration of the OA term, PBS will fund tenant agency move costs unless PBS has provided 3 years' written notice of the action. In the event PBS provides 3 years' written notice, the agency is responsible for funding the physical move to new space.

Replacement Responsibilities

The parties agree that PBS is amortizing through a specific charge in Rent the portion of the tenant improvement allowance the tenant elects to use. The tenant has funding responsibility for replacement, renewal or alteration of tenant improvements. PBS is responsible for replacement and renewal of all building shell elements.

Financial Terms

While this Occupancy Agreement (OA) addresses financial terms that cover multiple fiscal years, the parties agree that unless otherwise specified: The tenant agency may relinquish space upon four (4) months notice. Thus, at any future time, the tenant agency's financial obligation can be reduced to four (4) months of rent, plus the unamortized balance of any tenant improvements financed through PBS, plus any rent concession not yet earned. Any free Rent or other concession given at the beginning of the occupancy term must be allocated on a pro-rata basis over the entire OA term, and the unearned balance repaid to PBS. The tenant's financial obligations for years beyond the current year do not mature until the later year(s) are reached. Thus, there is no requirement that the tenant agency certify that current year funds are available to defray future year obligations. Any free Rent or other concession given at the beginning of the occupancy term (for

all occupancy types) must be allocated on a pro-rata basis over the entire OA term, and the unearned balance repaid to PBS.

The tenant's financial obligations for years beyond the current year do not mature until the later year(s) are reached. Thus, there is no requirement that the tenant agency certify that current year funds are available to defray future year obligations.

The tenant's future years obligation to pay Rent is subject to the availability of funds, but the tenant agrees to make a good faith effort to meet its obligations as they arise.

Environmental and Safety Standards and Regulations

The tenant agency will comply with all applicable Federal, State, and local environmental, health & safety laws and regulations, such as but not limited to those issued by the U.S. Environmental Protection Agency (EPA) under Title 40 of the Code of Federal Regulations (CFR); the U.S. Occupational Safety and Health Administration (OSHA) under Title 29 of the CFR; the Federal Management Regulation sections that relate to safety and environmental management (41 CFR part 102-80, subpart B); and all applicable laws and regulations set by State and local regulatory agencies.

OA Renewal

In the event of a continued occupancy after expiration with no additional space and with no additional tenant improvements provided, the tenant agency will be financially responsible for an extension of this agreement at the market rates in place at the time of the expiration. The rates and term of the extension will be set according to the policy at the time of the extension. The tenant agency rights to relinquish space as specified in this OA remain in effect.

Other Mandatory Clauses

Security Services

Beginning in FY 2005, payment for FPS provided Basic and Building Specific Operating Security will be made to the Federal Protective Service (FPS), Department of Homeland Security (DHS) and will be separate from rental payments to GSA (OMB Object Class 23.1). Charges for FPS provided security are determined by, and may be obtained from, FPS.

GSA Mandatory Clauses

Space Utilization for GSA Occupancy

Tenant agency personnel in this space include n/a federal employees and n/a contractors. The utilization rate for this space will be n/a USF/person. For instructions on how to count personnel, please refer to the GSA directive OAS P 7005.1 Internal Space Allocation, Design, and Management Policy

Regional Mandatory Clauses

Building Service Hours

Core hours of building service hours will be from 7:00 AM to 6:00 PM Monday through Friday with the exception of Federal Holidays. Services requested and provided outside of core hours are considered overtime and will be reimbursed to PBS by Reimbursable Work Authorization (RWA).


Optional Clauses

Ad Hoc Clauses

Purpose of OA

Error Correction -- Issued to credit the agency for paying \$44/RSF when they should have paid \$39/RSF. System generated billing adjustments will refund the agency.

I agree to the initial terms with the understanding modifications will be made over time.

Approved  (b) (6) WILLIAM B. HARRISON	Approved KATHLEEN GEISLER <small>Digitally signed by KATHLEEN GEISLER Date: 2021.07.20 21:11:59 -04'00'</small>
Agency Representative OFFICE OF OUTGOING PRESIDENT	GSA Representative
Title REPRESENTATIVE	Title Director Outgoing Transition
Date 7/21/21	Date July 20, 2021

TRANSITION- Outgoing President Correspondence Office_4A
and 6
AVA09142
4728

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Draft Version: 10 Date Last Modified: 20-Jul-2021
GSA TRANS OUT
PRES
VA0907ZZ LVA01718 Late Replacement
20-Jan-2021 Fiscal Year: 2021 Partial
15-Aug-2021 Period: 20-Jan-2021 to 28-Feb-2021

OA Start Date:
OA End Date:

	Charge Basis	Monthly Charge	Annual Rate
1.	Shell Rental Rate		
a.	General	5,353	\$13,586.08 \$30.456143000
3.	Operating Costs ##	5,353	\$4,787.87 \$10.733054000
4.	Real Estate Taxes ###	5,353	\$1,268.61 \$2.843857000
A.	Market Rent SubTotal	5,353	\$19,642.56 \$44.033054000
11.	PBS Fee	5,353	\$1,374.98 \$3.082313788
B.	Agency Rent SubTotal	5,353	\$1,374.98 \$3.082313788
C.	Joint Use SubTotal		\$0.00
D.	Total Annual Rent (A+B+C)	5,353	\$21,017.54
E.	Adjustments SubTotal		\$0.00
F.	Total Rent Bill(D+E)		\$21,017.54
G.	Total Antenna Bill		\$0.00
H.	Total Reimbursable Services Bill		\$0.00
I.	Total PBS Bill (F+G+H)		\$21,017.54
J.	LUMP SUM ITEMS		
		Customization Tier	2
##	Operating Cost Escalation Applies	Amortization Terms (in months)	7
###	Real Estate Tax Escalation Applies	PBS Fee is	7%

Note: ANSI Rentable of 5,353 is 4,478 Assigned Usable Space PLUS 875 Common Space. R/U Factor is 1.195276185

TRANSITION- Outgoing President Correspondence Office_4A
and 6
AVA09142
4728

Page: 2 of 3

Draft
GSA TRANS OUT
PRES
VA0907ZZ

Version: 10 Date Last Modified: 20-Jul-2021

LVA01718 Late Replacement
Fiscal Year: 2021 Partial
Period: 01-Mar-2021 to 31-Jul-2021

OA Start Date:
OA End Date:

20-Jan-2021
15-Aug-2021

	Charge Basis	Period Charge	Annual Rate
1. Shell Rental Rate			
a. General	5,353	\$60,784.91	\$27.252513000
3. Operating Costs ##	5,353	\$19,858.95	\$8.903630000
4. Real Estate Taxes ###	5,353	\$6,343.03	\$2.843857000
A. Market Rent SubTotal	5,353	\$86,986.90	\$39.000000000
11. PBS Fee	5,353	\$6,089.08	\$2.730000000
B. Agency Rent SubTotal	5,353	\$6,089.08	\$2.730000000
C. Joint Use SubTotal		\$0.00	
D. Total Annual Rent (A+B+C)	5,353	\$93,075.98	
14. Billing Adjustments & Corrections			
a. Current Year			
Tax Escalation		\$456.70	
E. Adjustments SubTotal		\$456.70	
F. Total Rent Bill(D+E)		\$93,532.68	
G. Total Antenna Bill		\$0.00	
H. Total Reimbursable Services Bill		\$0.00	
I. Total PBS Bill (F+G+H)		\$93,532.68	
	Customization Tier		2
## Operating Cost Escalation Applies	Amortization Terms (in months)		7
### Real Estate Tax Escalation Applies	PBS Fee is		7%

Note: ANSI Rentable of 5,353 is 4,478 Assigned Usable Space PLUS 875 Common Space. R/U Factor is 1.195276185

TRANSITION- Outgoing President Correspondence Office_4A
and 6
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Version: 10 Date Last Modified: 20-Jul-2021

Draft
GSA TRANS OUT
PRES
VA0907ZZ

LVA01718

Late Replacement

OA Start Date:

20-Jan-2021

Fiscal Year:

2021 Partial

OA End Date:

15-Aug-2021

Period: 01-Aug-2021 to 15-Aug-2021

	Charge Basis	Monthly Charge	Annual Rate
1. Shell Rental Rate		TBD#	
3. Operating Costs ##	5,353	\$3,971.79	\$8.903630000
4. Real Estate Taxes ###	5,353	\$1,268.61	\$2.843857000
A. Market Rent SubTotal	5,353	\$5,240.40	\$11.747487000
11. PBS Fee	5,353	\$366.83	\$0.822324119
B. Agency Rent SubTotal	5,353	\$366.83	\$0.822324119
C. Joint Use SubTotal		\$0.00	
D. Total Annual Rent (A+B+C)	5,353	\$5,607.23	
E. Adjustments SubTotal		\$0.00	
F. Total Rent Bill(D+E)		\$5,607.23	
G. Total Antenna Bill		\$0.00	
H. Total Reimbursable Services Bill		\$0.00	
I. Total PBS Bill (F+G+H)		\$5,607.23	
		Customization Tier	2
## Operating Cost Escalation Applies		Amortization Terms (in months)	7
### Real Estate Tax Escalation Applies		PBS Fee is	7%

TBD# Shell Rent Rate (and corresponding Operating Costs) will be reset to new appraised rates

Note: ANSI Rentable of 5,353 is 4,478 Assigned Usable Space PLUS 875 Common Space. R/U Factor is 1.195276185



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Autopen and Signatures

Desiree Thompson (b) (6) Fri, Jul 16, 2021 at 7:09 AM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Beau Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Friday, July 16, 2021 at 8:53 AM
To: Desiree Thompson (b) (6)
Cc: Beau Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Re: Autopen and Signatures

I will need to check because that contract started with the incoming Transition and it ends at the end of July. I will get back to you.

On Fri, Jul 16, 2021 at 7:14 AM Desiree Thompson (b) (6) wrote:

Kathy, is there a way to purchase the new(er) machine and then extend the one we have for another month to ensure that we can continue to operations?

Desiree Thompson Sayle

Director of Correspondence

The Office of Donald J. Trump

(b) (6)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Thursday, July 15, 2021 6:11:48 PM
To: Desiree Thompson (b) (6)
Cc: Beau Harrison (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Re: Autopen and Signatures

Looks like from the catalogue -- each signature on the USB is \$185.

On Thu, Jul 15, 2021 at 6:06 PM Desiree Thompson (b) (6) wrote:

Ok, thank you for looking into this! I defer to Beau, but we also need a signature for MT. Additionally, the signatures we currently have are all different, not just different sizes, but variations of his actual signature, which is preferred. If we need Damilic to provide additional signatures, do you know how much that would be?

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Thursday, July 15, 2021 at 5:46 PM

To: Beau Harrison (b) (6), Desiree Thompson

(b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Subject: Autopen and Signatures

Beau and Desiree ---

We found out from Damilic that they do not sale the autopens that are under a rental agreement. We will need to purchase a new one.

Here is what they are recommending:

Damilic released new machine versions in 2019 and as a result, the new machines take a **USB flash drive instead of the SD card.**

I recommend the Atlantic + USB. It includes one signature, a USB flash drive, a light panel and a foot pedal.

Price: \$(b) (4)

Features

- Manual feed
- Reads an unlimited # of signatures per USB flash drive
- password protected
- Increase/decrease the size of the signatures
- Can add an angle/rotate a signature if necessary
- Distorts the signature a little bit to provide signature variation

This can be purchased with a purchase card but we wil need to act quickly. Since the new autopen doesn't take a SD card, if you wanted to use the autopen for only the Former

President then that signature would be covered in the price. The new machines have the scalable capability so you don't need multiple font sizes.

Please let me know your preference.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Re: Furniture Request

Beau Harrison (b) (6)

Tue, Jul 20, 2021 at 5:00 PM

To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

(b) (6)

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Sent:** Tuesday, July 20, 2021 7:59:32 PM**To:** Beau Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: Furniture Request

Good evening Beau,

I need your telephone number for the carrier.

On Tue, Jul 20, 2021 at 7:52 PM Beau Harrison (b) (6) wrote:

My apologies - totally missed this email traffic.

Delivery address will be Mar A Lago Club - 1100 S Ocean Blvd, Palm Beach, FL 33480.

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Tuesday, July 20, 2021 7:48:30 PM**To:** Beau Harrison (b) (6)**Cc:** Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: Furniture Request

Beau -- we need to make this purchase -- where are they being delivered? Thank you, Kathy

On Mon, Jul 19, 2021 at 1:23 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau — where are the shelves being delivered? Assuming no loading dock so may need a liftgate. Where ever we are delivering — do they have a forklift?

Thank you, Kathy

Sent from my iPhone

On Jul 19, 2021, at 1:05 PM, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> wrote:

Hi Kathy,

I'm getting a quote prepared and these are questions this vendor is asking regarding shipping the shelves:

Delivery requirements: is it a residential?
Does it have a loading dock?
Does the truck need to have a liftgate on it?
Forklift at the address?

On Mon, Jul 19, 2021 at 9:22 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Cheryl --- can you look at this and get a quote?

----- Forwarded message -----

From: **Beau Harrison** (b) (6)
Date: Mon, Jul 19, 2021 at 5:51 AM
Subject: Furniture Request
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Good morning Kathy and Kaitlyn - would we be able to place a last minute shelving order with the remaining transition funds?

We'd like to order 10 of the Shelves found at the link below.

Link:

<https://www.industrialshelving.com/chrome-wire-starter-14d-x-54w-x-86high-with-4-shelves/>

Thanks,
Beau

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)

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-



U.S. General Services Administration

**Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)

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U.S. General Services Administration

**Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

New payment request from TechCentrics, Inc - invoice 2020-1083-2

Beau Harrison (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Fri, Jul 16, 2021 at 1:09 PM

Attached – thank you

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Friday, July 16, 2021 at 1:31 PM
To: Beau Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: New payment request from TechCentrics, Inc - invoice 2020-1083-2

Beau --- can you add the one line about winding down the office of the Outgoing President like in the reimbursement memo? Thank you, Kathy

On Fri, Jul 16, 2021 at 12:15 PM Beau Harrison (b) (6) wrote:

Updated memo attached! Thanks

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Friday, July 16, 2021 at 9:51 AM
To: (b) (6) <@techcentrics.com>
Cc: Beau Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: New payment request from TechCentrics, Inc - invoice 2020-1083-2

Beau --- please provide a memo requesting payment of these costs. Also, please include a certification that all services were provided in Palm Beach, FL except for those that are annotated as being in NJ and will be relocated to FL.

Thank you, Kathy

On Thu, Jul 15, 2021 at 8:43 PM TechCentrics, Inc <quickbooks@notification.intuit.com> wrote:

INVOICE 2020-1083-2

Error! Filename not specified.

TechCentrics, Inc

DUE 08/14/2021

\$56,730.04

Review and pay

Powered by QuickBooks

Attached is our revised invoice for only services, travel and materials for the FL Office. There are a couple of items on the material list that are currently in Bedminster but will be returning to the FL Office in the fall.

Thanks for your business!
TechCentrics, Inc

TechCentrics, Inc

1217 Laronde Ct Alexandria, VA 22307 US

(b) (6)@techcentrics.com

If you receive an email that seems fraudulent, please check with the business owner before paying.

Error! Filename not specified.

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Error! Filename not specified.

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

 **45 Office -- Reimbursement Letter -- TechCentrics.pdf**
112K



July 16, 2021

To Whom It May Concern,

The Donald J. Trump Transition Team is requesting direct payment to TechCentrics, Inc. for services provided during the transition period in conjunction with winding down President Trump's official office.

Itemized receipts can be provided by TechCentrics, Inc breaking down the expenses. Please note that all services were provided in support of the Palm Beach, FL Office except for the items that are annotated as New Jersey expenses. These items will be relocated to Florida when the transition period terminates.

As a designee of the Outgoing President for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Outgoing President, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Thanks,

(b) (6)

Beau Harrison
Office of Donald J. Trump



Rate Card (1 October 2020 to 30 September 2021)
 DUNS# 080346205 Cage Code: 895J1

Labor Categories	Open Commercial	Dis. Commercial	Govt Sub Contract	GSA Rate*
Partner/Principal/Managing Director	(b) (4)	(b) (4)	(b) (4)	(b) (4)
Partner/Principal/Director				
Senior Director				
Director				
Tech Director				
Sr. Manager III				
Sr. Manager II				
Sr. Manager I				
Manager III				
Manager II				
Manager I				
Sr. Consultant III				
Sr. Consultant II				
Sr. Consultant I				
Tier III/IV Tech Support				
Tier II/III Tech Support				
Tier I/II Help Desk				
System Analyst III				
System Analyst II				
System Analyst I				

Service Areas

NAICS Codes
541519 Other Computer Related Services
541611 Administrative Management and General Management Consulting Services
541618 Other Management Consulting Services
541690 Other Scientific and Technical Consulting Services

Product & Service Codes
DE02 IT AND TELECOM - MOBILE DEVICE SUPPORT SERVICES (LABOR)
DJ10 IT AND TELECOM - SECURITY AND COMPLIANCE AS A SERVICE
U012 EDUCATION/TRAINING- INFORMATION TECHNOLOGY/TELECOMMUNICATIONS TRAINING
DJ01 IT AND TELECOM - SECURITY AND COMPLIANCE SUPPORT SERVICES (LABOR)
DE10 IT AND TELECOM - END USER AS A SERVICE: CONFERENCING, AV, HELPDESK, DESKSIDE SUPPORT
DF01 IT AND TELECOM - IT MANAGEMENT SUPPORT SERVICES (LABOR)
DG01 IT AND TELECOM - NETWORK SUPPORT SERVICES (LABOR)
DG11 IT AND TELECOM - NETWORK: TELECOM ACCESS SERVICES

* GSA Rate - GSA Schedule is in process



45 Office Travel Report Thru May 2021 - FL Only

Date	Traveler	Account #	Amount	Description	Extended Details	Category
01/24/2021	(b) (6)	-01008	\$316.40	AMERICAN AIRLINES 800-433-7300 TX	PASSENGER TICKET AMERICAN AIRLINES 800-433-7300 TX	Travel-Airline
01/24/2021	(b) (6)	-01008	\$40.00	DCA REAGAN DCA REAGAWASHINGTON DC	DCA REAGAN DCA REAGAN WASHINGTON DC 703-417-4307	Other-Government Services
01/24/2021	(b) (6)	-01008	\$149.67	HILTON GARDEN INN WPWEST PALM BCH FL	LODGING HILTON GARDEN INN WPB APRT HILTON GARD WEST PALM BCH	Travel-Lodging
01/23/2021	(b) (6)	-01008	\$640.10	AMERICAN AIRLINES 800-433-7300 TX	PASSENGER TICKET AMERICAN AIRLINES 800-433-7300 TX	Travel-Airline
			\$1,146.17			



Rate Card (1 October 2020 to 30 September 2021)
 DUNS# 080346205 Cage Code: 895J1

Date	Description	Extended Details	Reference	Amount	Category
05/29/2021	Amazon Marketplace	Wire covers	AMZN MKTP US*2X8559LY1 AMZN.COM/BILL WA BOOK STORES	(b) (4)	Merchandise & Supplies- Internet Purchase
05/29/2021	Amazon Marketplace	Floor cable guards	AMZN MKTP US*2X8MJ1ZS1 AMZN.COM/BILL WA BOOK STORES		Merchandise & Supplies- Internet Purchase
05/28/2021	LOWE'S ALEXANDRIA VA	Power strips and bulk CAT6 cable	LOWE'S ALEXANDRIA VA 703-765-8011		Merchandise & Supplies- Hardware Supplies
05/28/2021	MDC MARKET PLACE MDCNORTH EAST MD	CAT 5 connectors	MDC MARKET PLACE MDC MARKET PLAC NORTH EAST MD 443-674-1864		Merchandise & Supplies- General Retail
05/28/2021	RINGCENTRAL, INC BELMONT CA	RingCentral Digital Line	RINGCENTRAL, INC BELMONT CA 2771520001 94002		Business Services- Phone/Telephony
05/27/2021	RINGCENTRAL, INC BELMONT CA	RingCentral (VOIP Service) Monthly Recurring Service Charge	RINGCENTRAL, INC BELMONT CA 3077295002 94002		Business Services- Phone/Telephony
05/05/2021	AMAZON.COM*2L6N62VZ1AMZ N.COM/BILL WA	Cisco IP Phone 8851 with Multiplatform Firmware - Charcoal (Power Supply Not Included)	30660W17R6L MERCHANDISE AMAZON.COM*2L6N62VZ1 AMZN.COM/BILL WA MERCHANDISE		Merchandise & Supplies- Internet Purchase *These Phones are in Bedminster. 2 will remain and one will be relocated back to FL when the office moves back down
05/05/2021	Amazon Marketplace	Dell 34-inch Ultrawide WQHD Curved USB-C Monitor (P3421W)\	25XIN8YGP6Z BOOK STORES AMZN MKTP US*2L8D001K1 AMZN.COM/BILL WA BOOK STORES		Merchandise & Supplies- Internet Purchase *This monitor is in Bedminster but will be relocated back to FL when the office moves back down
05/05/2021	TIVO INC. TIVO INC. 1-877-367-8486 CA	TIVO Cable ready unit and annual service	TIVO INC. TIVO INC. 1-877-367-8486 CA 1-877-367-8486		Communications-Cable & Internet Comm
05/03/2021	VZWRLSS APOCC VISB 800-922-0204 FL	Verizon Wireless service, VIP protection, recurring monthly	VZWRLSS APOCC VISB 800-922-0204 FL BILL PAYMENT		Communications-Mobile Telecom
04/27/2021	RINGCENTRAL, INC BELMONT CA	RingCentral (VOIP Service) Monthly Recurring Service Charge	RINGCENTRAL, INC BELMONT CA 3013075002 94002		Business Services- Phone/Telephony
04/08/2021	CDW Direct Vernon HiVernon Hills IL	HP Office LaserJet 555DN & direct ship	ORD 210407 ;REQ TECHCENTRICS, I IT1 HP LASERJET;UPI 719.0000;QTY1 IT2 ;UPI 0.0000;QTY FRT 41.69;HDL 0.00;ITM1		Business Services- Vendor/Supplier
04/03/2021	VZWRLSS APOCC VISB 800-922-0204 FL	Verizon Wireless service, VIP protection, recurring monthly	VZWRLSS APOCC VISB 800-922-0204 FL BILL PAYMENT		Communications-Mobile Telecom
03/31/2021	UPS 1ZT16JW601234752ATLANTA GA	Overnight shipping to NY office (VOIP Phones)	CUST SVC# 800 811 1648 ;ITM 1 TRACK# 1ZT16JW60123475224 UPS 1ZT16JW60123475224 ATLANTA RINGCENTRAL, INC BELMONT CA		Business Services-Mailing & Shipping
03/27/2021	RINGCENTRAL, INC BELMONT CA	RingCentral (VOIP Service) Monthly Recurring Service Charge	RINGCENTRAL, INC BELMONT CA 2829634002 94002		Business Services- Phone/Telephony
03/20/2021	UPS 1ZT16JW6P2200072ATLANTA GA	Laptop shipping to FL	CUST SVC# 800 811 1648 ;ITM 1 TRACK# 1ZT16JW6P220007218 UPS 1ZT16JW6P220007218 ATLANTA		Business Services-Mailing & Shipping
03/18/2021	Amazon Marketplace	Cisco IP Phone 8851 with Multiplatform Firmware - Charcoal	AMZN MKTP US*LF1M15MT3 AMZN.COM/BILL WA BOOK STORES		Merchandise & Supplies- Internet Purchase

03/17/2021	FEDEX - EXPRESS 800-622-1147 TN	Shipping to NY Office	TECHCENTRICS, INC VA DIRECT BILLING TRANSACTION FEDEX INV# 000403694405 FEDEX #1-800-622-1147	(b) (4)	Business Services-Mailing & Shipping
03/12/2021	RINGCENTRAL, INC BELMONT CA	RingCentral Additional User license	RINGCENTRAL, INC BELMONT CA 2742112002 94002		Business Services-Phone/Telephony
03/05/2021	RINGCENTRAL, INC BELMONT CA	RingCentral Digital Line Service	RINGCENTRAL, INC BELMONT CA 2691938002 94002		Business Services-Phone/Telephony
03/05/2021	RINGCENTRAL, INC BELMONT CA	RingCentral Digital Line Service	RINGCENTRAL, INC BELMONT CA 2691919002 94002		Business Services-Phone/Telephony
03/05/2021	RINGCENTRAL, INC BELMONT CA	RingCentral Digital Line Service	RINGCENTRAL, INC BELMONT CA 2691961002 94002		Business Services-Phone/Telephony
03/03/2021	Amazon Marketplace	Cisco IP Phone 8851 with Multiplatform Firmware - Charcoal	AMZN MKTP US*076522CV3 WA BOOK STORES		Merchandise & Supplies-Internet Purchase
02/27/2021	RINGCENTRAL, INC BELMONT CA	RingCentral (VOIP Service) Monthly Recurring Service Charge	RINGCENTRAL, INC BELMONT CA 2220010001 94002		Business Services-Phone/Telephony
02/27/2021	VZWLSS BILL PAY VB800-922-0204 FL	Verizon Wireless service, VIP Enrollment, equipment & services (Jan-Feb)	800-922-0204 FL BILL PAYMENT		Communications-Mobile Telecom
02/24/2021	PAYPAL *GOLDENPHONE 4029357733 CA	Vanity number and outbound DID masking	PAYPAL *GOLDENPHONE 4029357733 CA Description : GENERAL - TELECOM Price :		Communications-Telephone Comm
02/22/2021	TIVO (877)367-8486 CA	TIVO Cable ready unit and annual service	TIVO (877)367-8486 CA 1-877-367-8486		Communications-Cable & Internet Comm
02/05/2021	Amazon Marketplace	Cell phone cases, screen protectors, wiremold floor cable management	AMZN MKTP US*AJ1058FZ3 WA BOOK STORES		Merchandise & Supplies-Internet Purchase
02/04/2021	Amazon Marketplace	Cisco CP-8851-K9 8851 Unified Ip Phone	AMZN MKTP US*0W09D2SX3 WA BOOK STORES		Merchandise & Supplies-Internet Purchase
02/02/2021	AMAZON.COM*RB4DC7E43AM ZN.COM/BILL WA	Surge suppressors, bulk CAT5, connectors, wall plates and cable protectors	AMAZON.COM*RB4DC7E43 WA MERCHANDISE		Merchandise & Supplies-Internet Purchase
02/01/2021	CDW Direct Vernon HiVernon Hills IL	Dell XPS 13 Laptops (3), 34" Monitors and shipping	ORD 210201 ;REQ TECHCENTRICS, I IT1 DELL XPS 73;UPI 984.3800;QTY3 IT2 DELL 34IN C;UPI 660.8900;QTY6 FRT 624.53;HDL 0.00;ITM2		Business Services-Vendor/Supplier
01/25/2021	MICRO CENTER 81 FAIRFAX VA	Apple MacBook Pro 13	MICRO CENTER 81 FAIRFAX VA Description : QVS CAT 5E SNG 14' Price :		Merchandise & Supplies-Computer Supplies
01/25/2021	DELL BSD	Vostro Notebook 5401 (2)	DELL INC ROUND ROCK TX 539100940		Merchandise & Supplies-Electronics Stores
01/23/2021	OFFICE DEPOT #102 00WEST PALM BCH FL	HP Office LaserJet 553DN	PRINTER,HP,CLR,LJPRO,M283FDW OFFICE DEPOT #102 000000102 WEST PALM BCH FL		Business Services-Office Supplies
01/20/2021	PAYPAL *GOLDENPHONE 4029357733 CA	Vanity number and outbound DID masking	PAYPAL *GOLDENPHONE 4029357733 CA Description : GENERAL - TELECOM Price :		Communications-Telephone Comm
01/20/2021	PAYPAL *GOLDENPHONE 4029357733 CA	Vanity number and outbound DID masking	PAYPAL *GOLDENPHONE 4029357733 CA Description : GENERAL - TELECOM Price :		Communications-Telephone Comm

(b) (4)

01/15/2021	Amazon Marketplace	Iphone 11 Pro Max (Refurb) Backup device and masking	AMZN MKTP US*7M09W5573 AMZN.COM/BILL WA BOOK STORES AMZN MKTP US*FA11W7D73 AMZN.COM/BILL WA BOOK STORES	Merchandise & Supplies- Internet Purchase
01/15/2021	Amazon Marketplace	Iphone 11 Pro Max (Refurb) Backup device and masking	AMZN MKTP US*7M09W5573 AMZN.COM/BILL WA BOOK STORES	Merchandise & Supplies- Internet Purchase
01/15/2021	VERIZON WIRELESS (703)521-6909 VA	Verizon iPhone 12 Pro Max (4)	TELECOMMUNICATION EQUIPMENT AND TELEPHON VERIZON WIRELESS (703)521-6909	Communications-Telephone Comm
1/24/2021	Office in a Box Kit Qty 1 @ (b) (4) each	Office in a Box Kit Qty 1 @ (b) (4) each	Admin Fee (3%) Total Office in a Box is a TechCentrics developed kit that includes security appliance, firewall, router, phones and wifi	
5/6/2021	Office in a Box Kit Qty 2 @ (b) (4) each	Office in a Box Kit Qty 2 @ (b) (4) each	Office in a Box is a TechCentrics developed kit that includes security appliance, firewall, router, phones and wifi	Both kits are in Bedminster, One in the cottage and one in the 45 Office. The cottage kit will be re- installed in FL in the fall
Total Materials				\$39,071.62

First name	Last name	Date	Day	In	Out	Hours	Customer
(b) (6)							
(b) (6)		01/15/2021	Fri			2.00	45 Office
NOTES: Verizon verification and testing							
(b) (6)		01/20/2021	Wed			2.00	45 Office
NOTES: Cell phone masking configuration							
(b) (6)		01/21/2021	Thu			4.00	45 Office
NOTES: Assist with equipment setup							
(b) (6)		01/22/2021	Fri			2.00	45 Office
NOTES: Additional equipment orders							
(b) (6)		01/25/2021	Mon			2.00	45 Office
NOTES: Dell procurement + MicroCenter buy							
(b) (6)		02/01/2021	Mon			5.00	45 Office
NOTES: CDW Equipment Orders							
(b) (6)		02/22/2021	Mon			1.00	45 Office
NOTES: TIVO Order							
(b) (6)		03/04/2021	Thu			4.00	45 Office
NOTES: RC digital line setup							
(b) (6)		04/08/2021	Thu			5.00	45 Office
NOTES: CDW order							
(b) (6)		05/04/2021	Tue			4.00	45 Office
NOTES: Verizon equipment and ordering							
(b) (6)							
(b) (6)		01/14/2021	Thu			3.00	45 Office
NOTES: Verizon coordination							
(b) (6)		01/15/2021	Fri			3.00	45 Office
NOTES: Verizon phone pickup and verification							
(b) (6)		01/20/2021	Wed			4.00	45 Office
NOTES: Cell phone security features							
(b) (6)		01/21/2021	Thu			6.00	45 Office

NOTES: Pre departure configuration and planning

(b) (6) 01/22/2021 Fri 6.00 45 Office

NOTES: Pre departure configuration and planning

(b) (6) 01/23/2021 Sat 8.00 45 Office

NOTES: Office in a box install

(b) (6) 01/25/2021 Mon 8.00 45 Office

NOTES: Dell Systems configuration/order

(b) (6) 02/01/2021 Mon 4.00 45 Office

NOTES: CDW specifications for equipment

(b) (6) 02/19/2021 Fri 3.00 45 Office

NOTES: TIVO coordination with Mar-A-Lago AV team

(b) (6) 02/22/2021 Mon 1.00 45 Office

NOTES: TIVO account configs

(b) (6) 02/24/2021 Wed 2.00 45 Office

NOTES: Cell phone vanity number and changes

(b) (6) 02/27/2021 Sat 6.00 45 Office

NOTES: Additional Verizon phones and configurations

(b) (6) 03/04/2021 Thu 4.00 45 Office

NOTES: RingCentral configs for NY Office

(b) (6) 03/12/2021 Fri 4.00 45 Office

NOTES: RingCentral Setup

(b) (6) 03/20/2021 Sat 2.00 45 Office

NOTES: Setup and shipping

(b) (6) 03/31/2021 Wed 2.00 45 Office

NOTES: Configuration at shipping VOIP phones

(b) (6) 04/03/2021 Sat 5.00 45 Office

NOTES: Phone replacement

(b) (6) 04/05/2021 Mon 3.00 45 Office

NOTES: Phone security features change over

(b) (6) 05/04/2021 Tue 4.00 45 Office

NOTES: Equipment configs, Verizon VIP and security settings



Labor Report

Labor Description	Dates	Labor Cat	Labor Rate	Hours	Total
45 Office equip order, configuration and setup	Jan-2021	System Analyst II	(b) (4)	12.0	(b) (4)
45 Office equip order, configuration, phones and setup	Jan-2021	Senior Director	(b) (4)	38.0	
Total	Jan-2021				
45 Office additional equip orders, configuration	Feb-2021	System Analyst II	(b) (4)	6.0	(b) (4)
45 Office additional equip orders, configuration	Feb-2021	Senior Director	(b) (4)	16.0	
Total	Feb-2021				
45 Office support	Mar-2021	System Analyst II	(b) (4)	4.0	(b) (4)
45 Office support	Mar-2021	Senior Director	(b) (4)	12.0	
Total	Mar-2021				
45 Office support	Apr-2021	System Analyst II	(b) (4)	5.0	(b) (4)
45 Office support	Apr-2021	Senior Director	(b) (4)	8.0	
Total	Apr-2021				
45 Office Bedminster equip orders, configuration	May-2021	System Analyst II	(b) (4)	0.0	(b) (4)
Intial Bedminster office survey and setup	May-2021	Senior Director	(b) (4)	0.0	
Mobile phone replacements, updates and new security features	May-2021	Senior Director	(b) (4)	32.0	
Total	May-2021				
Total					\$21,233.25



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Request for Reimbursement - Desiree Thompson Sayle

Desiree Thompson (b) (6)

Mon, Jul 19, 2021 at 7:25 PM

To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Beau Harrison (b) (6)

Kaitlyn, I have attached to form, but it appears that I might need to send it to my bank for them to fill part of it out. Let me know if I need to do that. Des

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Monday, July 19, 2021 at 12:37 PM**To:** Desiree Thompson (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Beau Harrison

(b) (6)

Subject: Re: Request for Reimbursement - Desiree Thompson Sayle

Good afternoon Desiree,

Can you please fill out this ACH Vendor form? We do not have one on file for you and we require it to be able to reimburse you.

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)


On Fri, Jul 16, 2021 at 1:13 PM Beau Harrison (b) (6) wrote:

Updated attached

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Friday, July 16, 2021 at 4:07 PM**To:** Beau Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Desiree Thompson

(b) (6)**Subject:** Re: Request for Reimbursement - Desiree Thompson Sayle

This request is for direct payment for previously incurred expenses for specialty office supplies. All items included are for the purpose of winding down the office of the Outgoing President. These items include scrape booking and vision board supplies purchased from Amazon that were used in (fill in the purpose), First Class Stamps bought at USPS to mail items during the period that our Stamps.com account was depleted, Mailing supplies bought at USPS Store used in (fill in the purpose), and permanent markers, storage bins, and stationary from Target, Michaels and Staples for (fill in the purpose).

 **ACH SF3881-03 (1)[68].pdf**
312K

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

General Service Administration

AGENCY IDENTIFIER:

47

AGENCY LOCATION CODE (ALC):

ACH FORMAT:

CCD+

CTX

ADDRESS:

CONTACT PERSON NAME:

TELEPHONE NUMBER:

()

ADDITIONAL INFORMATION:

PAYEE/COMPANY INFORMATION

NAME

Desiree Thompson Sayle

SSN NO. OR TAXPAYER ID NO.

(b) (6)

ADDRESS

(b) (6)

(b) (6)

CONTACT PERSON NAME:

TELEPHONE NUMBER:

()

FINANCIAL INSTITUTION INFORMATION

NAME:

(b) (6)

ADDRESS:

(b) (6)

(b) (6)

ACH COORDINATOR NAME:

TELEPHONE NUMBER:

(b) (6)

NINE-DIGIT ROUTING TRANSIT NUMBER:

① | | | | | | | | |

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

(b) (6)

LOCKBOX NUMBER:

TYPE OF ACCOUNT:

CHECKING

SAVINGS

LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:
(Could be the same as ACH Coordinator)

TELEPHONE NUMBER:

()

AUTHORIZED FOR LOCAL REPRODUCTION

Instructions for Completing SF 3881 Form

Make three copies of form after completing. Copy 1 is the Agency Copy; copy 2 is the Payee/ Company Copy; and copy 3 is the Financial Institution Copy.

1. Agency Information Section - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. Payee/Company Information Section - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. Financial Institution Information Section - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/ company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Request for Reimbursement - Desiree Thompson Sayle

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Fri, Jul 16, 2021 at 1:07 PM

To: Beau Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Desiree Thompson (b) (6)

Beau --- wanted to make sure you saw these edits. If you send a revised memo by Monday that would be great. Thank you, Kathy

On Thu, Jul 15, 2021 at 3:44 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau --- Please send a revised memo related to the receipts provided. Thank you, Kathy

Please see this example related back to the receipts provided.

This request is for direct payment for previously incurred expenses for specialty office supplies. All items included are for the purpose of winding down the office of the Outgoing President. These items include scrape booking and vision board supplies purchased from Amazon that were used in (fill in the purpose), First Class Stamps bought at USPS to mail items during the period that our Stamps.com account was depleted, Mailing supplies bought at USPS Store used in (fill in the purpose), and permanent markers, storage bins, and stationary from Target, Michaels and Staples for (fill in the purpose).

On Thu, Jul 15, 2021 at 6:17 AM Beau Harrison (b) (6) wrote:

Updated memo attached!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Wednesday, July 14, 2021 at 3:58 PM**To:** Beau Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Desiree Thompson

(b) (6)

Subject: Re: Request for Reimbursement - Desiree Thompson Sayle

Beau ---

Please provide a revised memo that includes language referencing the purpose of the items purchased (and language such as "purpose of winding down the office of the outgoing President" or something that certifies the purpose is related to the transition?)

Thank you, Kathy

Here is some sample language you can consider using.

This request is for direct payment for previously incurred expenses for specialty office supplies. All items included are for the purpose of winding down the office of the Outgoing President.

These items include White Cardstock purchased at Michaels that were used in official correspondence, First Class Stamps bought at USPS to mail items during the period that our Stamps.com account was depleted, Mailing supplies bought at Staples used in official correspondence, and shipping supplies from FEDEX and UPS for official correspondence and shipping sensitive information.

On Tue, Jul 13, 2021 at 8:54 AM Beau Harrison (b) (6) wrote:

Good morning Kathy and Kaitlyn – attached please find the formal request for reimbursement for office supplies accompanied by Desiree’s receipts.

Please let me know if you have any questions.

Thanks,

Beau Harrison

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



3301 Jefferson Davis Hwy.
Alexandria, VA 22305
(703) 836-9485

SALE 1982536 1 001 05321
0741 03/19/21 01:44

QTY	SKU	PRICE
1	PERK 13 GAL DRAW W 718103344647	8.46
1	GRTNR INVITE KIT P 634680760383	28.99
SUBTOTAL		37.45
Standard Tax 6.000%		2.25
TOTAL		\$39.70

(b) (6) USD\$39.70

Card No.: (b) (6)
Chip Read

(b) (6)

TOTAL ITEMS 2

TRU RED

Business essentials designed
thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.
Staples Rewards members get up to 5%
back in Rewards.

Exclusions Apply. See an associate for
full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



07410319210532101



ALEXANDRIA - 703-706-3840
03/02/2021 07:50 PM EXPIRES 05/31/21



CLEANING SUPPLIES
253050569 Hefty T \$4.98
2 @ \$2.49 ea

HOME
234086676 StorageTrays T \$5.00
234100028 STORAGE CASE T \$5.00
5 @ \$1.00 ea
234104533 STORAGE CASE T \$10.00
10 @ \$1.00 ea

STATIONERY-OFFICE
081021262 PERM MARKER T \$5.79
081051469 BOX FILE T \$9.09
081080300 BOX FILE T \$3.50 ↓

MISC
085070055 20FT EX CORD T \$12.99
085070237 Cordinate T \$11.99

T = VA TAX 6.0000% on SUBTOTAL \$68.34 \$4.10

(b) (6) TOTAL \$72.44
(b) (6) CHARGE \$72.44

↓ INDICATES SAVINGS

REC#2-1061-1076-0078-4586-0 VCD#757-251-145

Help make your Target Run better.
Take a 2 minute survey about today's trip:

informtarget.com
User ID: 7893 8892 4992
Password: 154 140

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days.

Michaels

Made by you™

MICHAELS STORE #1346 (571) 371-1141
MICHAELS STORE #1346
3691 JEFFERSON DAVIS HIGHWAY
ALEXANDRIA, VA 22305-3044

8-9441-2855-3719-5443-0118-5112-1854-4043



4009373 SALE 7933 1346 001 3/19/21 14:16
REC VP 5.5X7.5 WH 400100830673 2 @ 7.99 15.98
AL PERM MRKR SILV 191518957754 1 @ 2.49 2.49
AL PERM MRKR GOLD 191518957761 1 @ 2.49 2.49
AL PERM MRKR BLAC 191518957778 1 @ 2.49 2.49
SUBTOTAL 23.45
Sales Tax 6% 1.41
TOTAL 24.86

ACCOUNT NUMBER

(b) (6) 24.86

APPROVAL: 851700 CHTR ONLINE

(b) (6)

This receipt expires at 180 days on 09/17/21

Click. Buy. Create. Shop michaels.com today!

Get Savings & Inspiration! Text* SIGNUP to 273283

To Sign Up for Email & Text Messages.

*Msg & Data Rates May Apply

You will receive 1 autodialed message
with a link to join Michaels alerts.

Aaron Brothers
Custom Framing

New! Now in Over 1,200 Michaels Stores & Online

THANK YOU FOR SHOPPING AT MICHAELS

Dear Valued Customer:

Michaels return and coupon policies are available
at michaels.com and in store at registers.

*** Please be advised, effective April 15th, 2021
Michaels will be moving from a 180 day return policy
60 day return policy from the date of purchase.
see a store associate for more information.

3/19/21 14:16



July 13, 2021

To Whom It May Concern,

The Donald J. Trump Transition Team is requesting direct payment to transition team employee, DESIREE THOMPSON SAYLE, using the direct deposit information on file for this employee.

This request is for direct payment for previously incurred expenses for specialty office supplies. All items included are for the purpose of winding down the office of the Outgoing President. These items include scrap booking and vision board supplies purchased from Amazon that were used in specialty projects, First Class Stamps bought at USPS to mail items during the period that our Stamps.com account was depleted, Mailing supplies bought at USPS Store used when our UPS supplies were depleted, and permanent markers, storage bins, and stationary from Target, Michaels and Staples for office organizational purposes.

As a designee of the Outgoing President for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Outgoing President, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Thanks,

(b) (6)

Beau Harrison
Office of Donald J. Trump



ALEXANDRIA
1100 WYTHE ST
ALEXANDRIA, VA 22314-9998
(800)275-8777

03/30/2021 12:17 PM

Product	Qty	Unit Price	Price
US Flag Coil/100	3	\$55.00	\$165.00
Chrysanthemum	50	\$1.20	\$60.00
10c Pears	100	\$0.10	\$10.00
Grand Total:			\$235.00
Credit Card Remitted			\$235.00

(b) (6)

Chip

PIN: Not Required

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Preview your Mail
Track your Packages
Sign up for FREE @
<https://informedelivery.usps.com>

Earn rewards on your business account purchases of Priority Mail labels with the USPS Loyalty program by using Click and Ship. Visit www.usps.com/smallbizloyalty for more info.

All sales final on stamps and postage. Refunds for guaranteed services only. Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device,



or call 1-800-410-7420.



FRIENDSHIP
4005 WISCONSIN AVE NW
WASHINGTON, DC 20016-9997
(800)275-8777

06/09/2021 09:18 AM

Product	Qty	Unit Price	Price
Mailer 12.5x19	15	\$3.09	\$46.35
Grand Total:			\$46.35
Credit Card Remitted			\$46.35

(b) (6)

Chip

PIN: Not Required (b) (6)

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Preview your Mail
Track your Packages
Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage. Refunds for guaranteed services only. Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 104966-0234
Receipt #: 840-52000027-2-9824053-2
Clerk: 14



ALEXANDRIA
1100 WYTHE ST
ALEXANDRIA, VA 22314-9998
(800)275-8777

04/20/2021 04:40 PM

Product	Qty	Unit Price	Price
Prepaid Mail	1		\$0.00
Parcel Return Service, DC 56901 Weight: 3 lb 15.70 oz Acceptance Date: Tue 04/20/2021 Tracking #:			

(b) (6)

First-Class Mail® 1 \$5.60
Package

Lewiston, ME 04240
Weight: 0 lb 9.60 oz
Estimated Delivery Date
Sat 04/24/2021

Tracking #:

(b) (6)

First-Class™ Intl 1 \$3.99
Large Envelope
United Kingdom
Weight: 0 lb 2.00 oz

Grand Total: \$8.99

Debit Card Remitted \$8.99

(b) (6)

Chip

AL: (b) (6)
PIN: Verified

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

Text your tracking number to 28777 (2USPS)

Final Details for Order #111-7281245-2735447

Print this page for your records.

Order Placed: May 19, 2021

Amazon.com order number: 111-7281245-2735447

Order Total: \$18.95

Shipped on May 20, 2021

Items Ordered

Price

1 of: *Elmer's All Purpose School Glue Sticks, Washable, 0.24 Ounce Glue Sticks for Kids | School Supplies | Scrapbooking Supplies | Vision Board Supplies, 60 Count* | \$17.88

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

Desiree Thompson Sayle

(b) (6)

United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

(b) (6) | Last digits: (b) (6)

Item(s) Subtotal: \$17.88
Shipping & Handling: \$0.00

Billing address

Desiree Thompson Sayle

(b) (6)

United States

Total before tax: \$17.88
Estimated tax to be collected: \$1.07

Grand Total: \$18.95

Credit Card transactions

(b) (6)

: May 20, 2021: \$18.95

To view the status of your order, return to [Order Summary](#).



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

7/4 - 7/17 Payroll Memo Due

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Mon, Jul 19, 2021 at 2:52 PM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you, Beau!

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Mon, Jul 19, 2021 at 2:51 PM Beau Harrison (b) (6) > wrote:

Memo attached! Thank you

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, July 15, 2021 at 5:48 PM**To:** Beau Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** 7/4 - 7/17 Payroll Memo Due

Good evening Beau,

Please submit no later than COB Monday.

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)



July 19, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump

Name	7/4	7/5	7/6	7/7	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Dan Scavino		(b) (6)							(b) (6)					
Molly Michael														
Nicholas Luna														
Beau Harrison														
Stephen Miller														
Hayley D'Antuono														
Marcia Kelly														
Eliza Thurston														
Desiree Thompson														
(b) (6)														
(b) (6)														
(b) (6)														
(b) (6)														



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Finishing big!

Beau Harrison (b) (6) Fri, Jul 16, 2021 at 5:55 AM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson (b) (6)
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved - thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Friday, July 16, 2021 8:54:37 AM
To: Desiree Thompson (b) (6)
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Beau Harrison (b) (6)
Subject: Re: Finishing big!

Same amount as before?

Beau --- please approve. Cheryl will order on Monday after we receive funding.

Kathy

On Thu, Jul 15, 2021 at 8:07 PM Desiree Thompson (b) (6) wrote:

May we request additional stamps?

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

HVAC Services for this Sunday, July 18

Beau Harrison (b) (6) Thu, Jul 15, 2021 at 8:37 AM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Yes, please proceed.

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Thursday, July 15, 2021 11:34:11 AM
To: Beau Harrison (b) (6); Desiree Thompson (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: HVAC Services for this Sunday, July 18

Beau --- If Desiree chooses to work this Sunday for 8 hours the cost is \$432.

(b) (4)

Total is \$432

I'll request funding but will not process until we know that Desiree is planning to work this weekend. Please approve \$432.

Thank you, Kathy

--

Kathleen K. Geisler
Director
Outgoing Transition
(b) (6) (desk)
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

CORT Furniture

Beau Harrison (b) (6)

Mon, Jun 21, 2021 at 12:24 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Could we please purchase (b) (4) of the existing desk chairs? Thank you!

Thanks,

Beau

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Monday, June 21, 2021 at 3:06 PM

To: Beau Harrison (b) (6)

Cc: Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Subject: CORT Furniture

Beau --- Attached is the inventory of CORT Furniture that will be picked up on Wednesday, June 23.

You wanted to know the possibility of purchasing some desk chairs. The chairs are \$ (b) (4) each. If you confirm the number of chairs you would like to purchase we will modify the inventory list for pick up. And we will also request approval for the quote and funding approval.

Let us know by COB, today so we can send an adjusted list to CORT.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

CORT Desk Chairs

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Jun 23, 2021 at 12:17 PM

To: Beau Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Thank you

On Wed, Jun 23, 2021 at 3:14 PM Beau Harrison (b) (6) > wrote:

Approved - thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Wednesday, June 23, 2021 3:12:50 PM**To:** Beau Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Subject:** CORT Desk Chairs

Beaur --- we received the quote from CORT. The desk chairs are \$(b) (4) each for a total cost of \$469.95. Please approve this amount for the purchase and we will more forward with funds approval and credit card purchase.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



SHIP-TO NAME: GSA
LEASE NUMBER: 1236360 STATUS: OPEN
ADDRESS: 1100 S Ocean Blvd
Palm Beach, FL 33480

CUSTOMER NAME: GSA - Atlanta Service Center
CUSTOMER NUMBER: 1535881
ON ACCOUNT:
(TOTAL CUSTOMER)

SKU	BARCODE	DESCRIPTION	RENT	WAIVER	DISCOUNT	TAX
6604592	1007375653	TRAINING TABLE TOP 24X60				0.00
6604592	1007375654	TRAINING TABLE TOP 24X60				0.00
6604592	1007375655	TRAINING TABLE TOP 24X60				0.00
6604592	1008600997	TRAINING TABLE TOP 24X60				0.00
6604592	1009328517	TRAINING TABLE TOP 24X60				0.00
6604593	1007707201	TRAINING TABLE TOP 24X72				0.00
6604595	1009283000	Q TRAINING TABLE LEGS GREY				0.00
6604595	1009337951	Q TRAINING TABLE LEGS GREY				0.00
6604595	1009337957	Q TRAINING TABLE LEGS GREY				0.00
6604595	1009468848	Q TRAINING TABLE LEGS GREY				0.00
6604595	1009813915	Q TRAINING TABLE LEGS GREY				0.00
6604595	1010007856	Q TRAINING TABLE LEGS GREY				0.00
7034621	1005773669	WORK CHAIR MESH WITH ARMS				0.00
7034621	1005805983	WORK CHAIR MESH WITH ARMS				0.00
7034621	1006391105	WORK CHAIR MESH WITH ARMS				0.00
7034621	1007020482	WORK CHAIR MESH WITH ARMS				0.00
7034621	1007994490	WORK CHAIR MESH WITH ARMS				0.00
7034621	1008190230	WORK CHAIR MESH WITH ARMS				0.00
7034621	1008389999	WORK CHAIR MESH WITH ARMS				0.00
7034621	1008600951	WORK CHAIR MESH WITH ARMS				0.00
7034621	1009159190	WORK CHAIR MESH WITH ARMS	0.00			
7034621	1009159223	WORK CHAIR MESH WITH ARMS	0.00			
7034621	1009295343	WORK CHAIR MESH WITH ARMS	0.00			
BARCODE TOTALS			290.88	0.00	-2.88	0.00

TOTAL MONTHLY RENTAL RATE: 288.00



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Shipping Supplies

Beau Harrison (b) (6)

Thu, Jul 15, 2021 at 8:37 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved, thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Thursday, July 15, 2021 11:36:48 AM**To:** Beau Harrison (b) (6)**Cc:** Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Shipping Supplies

Beau --- Desiree requested shipping supplies. The total cost is \$355.01. Please approve.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Outgoing Transition

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

DJTCO Supply and Packing List

Desiree Thompson (b) (6) Wed, Jul 14, 2021 at 1:24 PM
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

That looks perfect, thank you!

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Date: Wednesday, July 14, 2021 at 4:02 PM
To: Desiree Thompson (b) (6), Beau Harrison (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Fwd: DJTCO Supply and Packing List

Good day, please confirm box sizes. See images below:

----- Forwarded message -----

From: Desiree Thompson (b) (6)
Date: Thu, Jul 8, 2021 at 8:20 PM
Subject: DJTCO Supply and Packing List
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Cc: Beau Harrison (b) (6)

Thank you for taking the time to go over next steps for our big move. Below are the packing supplies required and timely outstanding questions:

Bubble Wrap
Shrink Wrap for wrapping pallets
250 sheets of packing paper
12 rolls Packing Tape

15 Small Boxes - 15x12x10



30 Bankers Boxes - 16.25x12.5x10.5**30 Medium Boxes - 18x14x12****10 Large Boxes - 20x20x15****TIMELY QUESTIONS:**

1. Status of retaining Autopen Machine
2. 4 Additional Laptops for volunteers. Can I continue to use the laptops we have on hand for work continuity?
3. Desktop COLOR Printer
4. Copier/Scanner/Printer
5. How do we continue using Stamps.com after the 21st? Do I contact Cheryl to replenish or are we on our own?
6. Can we continue to use our UPS account with the discount?

Thank you again, for your help over the last 6 months. It has been a true pleasure to work with each of you!

Des

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

[Quoted text hidden]



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Use of Building Engineer for Cabling

Beau Harrison (b) (6)

Thu, Jul 15, 2021 at 10:23 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Jonah Wainwright (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>

Approved – thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Thursday, July 15, 2021 at 11:42 AM

To: Jonah Wainwright (b) (6), Beau Harrison

(b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>

Subject: Use of Building Engineer for Cabling

Jonah and Beau ---

We were able to get the \$(b) (4) for the cost of the building engineer opening closets etc down to \$720. This cost will be a 50/50 split between the Outgoing Vice President and Outgoing POTUS.

The split would be \$360 each. Please approve this expense.

(b) (4)

Total = \$720

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

7/29/2021

GSA.gov Mail - Use of Building Engineer for Cabling

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Desiree -- Travel Voucher and Receipts

Desiree Thompson (b) (6)

Wed, Jul 14, 2021 at 11:15 AM

To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Beau Harrison (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Attached is the lodging receipt. I did not keep the original parking receipt so if you need to remove it from the report, that is fine.

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Wednesday, July 14, 2021 at 1:57 PM**To:** Desiree Thompson (b) (6)**Cc:** Beau Harrison (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** Re: Desiree -- Travel Voucher and Receipts

Good afternoon Beau and Desiree,

We have a few questions/outstanding items that came up as we were reviewing this submission.

Beau - can you please add some language into the memo justifying why this trip was driving instead of flying and also why a larger car than a compact car was necessary?

Desiree :

1. We are unable to read the parking receipt. Can you please submit a version of this that we are able to read?
2. Can you please submit a receipt other than a credit card receipt for your airbnb?
3. Complete and return the attached EFT form.

Attached is an updated version of your travel voucher broken out by line item. I am happy to walk you through it if you have any questions.

Please return these items to us **ASAP** so we can get this processed in time for close out.

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Fri, Jul 9, 2021 at 12:41 PM Desiree Thompson (b) (6) wrote:

That is correct!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Date: Friday, July 9, 2021 at 12:34 PM
To: Beau Harrison (b) (6) Desiree Thompson
(b) (6)
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Subject: Re: Desiree -- Travel Voucher and Receipts

Beau - Thank you for sending this over.

Desiree - I know that we talked about there being personal travel in conjunction with this trip. Looking at the travel voucher, we are assuming this was your stay in (b) (6) from 3/14 - 3/16? Can you please confirm the days you were on personal travel?

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w/ (b) (6)

On Fri, Jul 9, 2021 at 5:31 AM Beau Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – as we mentioned yesterday, attached please find the travel voucher and documentation from Desiree’s Travel a few months back.

Please let us know what else you need here.

Thanks,

Beau Harrison

2 attachments

 **AIRBNB Receipt.pdf**
46K



DTSEFT_Enrollment_Form[1][62].pdf
543K



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Desiree -- Travel Voucher and Receipts

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thu, Jul 15, 2021 at 9:21 AM

To: Beau Harrison (b) (6)

Cc: Desiree Thompson (b) (6)

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you, Beau!

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Thu, Jul 15, 2021 at 3:23 AM Beau Harrison (b) (6) wrote:

Updated memo attached!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Wednesday, July 14, 2021 at 1:57 PM**To:** Desiree Thompson (b) (6)**Cc:** Beau Harrison (b) (6)

Kathy Geisler - WPXP

<kathleen.geisler@gsa.gov>

Subject: Re: Desiree -- Travel Voucher and Receipts

Good afternoon Beau and Desiree,

We have a few questions/outstanding items that came up as we were reviewing this submission.

Beau - can you please add some language into the memo justifying why this trip was driving instead of flying and also why a larger car than a compact car was necessary?

Desiree :

1. We are unable to read the parking receipt. Can you please submit a version of this that we are able to read?
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Please return these items to us **ASAP** so we can get this processed in time for close out.

Kaitlyn Schneider

U.S. General Services Administration

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That is correct!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Friday, July 9, 2021 at 12:34 PM**To:** Beau Harrison (b) (6) Desiree Thompson

(b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** Re: Desiree -- Travel Voucher and Receipts

Beau - Thank you for sending this over.

Desiree - I know that we talked about there being personal travel in conjunction with this trip. Looking at the travel voucher, we are assuming this was your stay in (b) (6) from 3/14 - 3/16? Can you please confirm the days you were on personal travel?

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Fri, Jul 9, 2021 at 5:31 AM Beau Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – as we mentioned yesterday, attached please find the travel voucher and documentation from Desiree's Travel a few months back.

Please let us know what else you need here.

Thanks,

7/29/2021

GSA.gov Mail - Desiree -- Travel Voucher and Receipts

||| Beau Harrison



DONALD J. TRUMP

July 9, 2021

To Whom It May Concern,

The Office of President Donald J. Trump is requesting direct payment to transition team employee, DESIREE THOMPSON SAYLE. The Electronic Funds Transfer form for the employees is attached.

The request for direct payment is for previously incurred travel expenses. The method of travel needed to be driving for this specific trip, as one of the main objectives was couriating large amounts of sensitive materials in conjunction with winding down the affairs of the Office of the President. A full SUV was required due to the amount of material needing to be transported.

Completed vouchers are attached using the form OF-1012.

We understand that GSA will not reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for any expenses in excess of the allowable per diem amount, including any adjustments to the allowable per diem for the first and last day of the trip.

As a designee of the Office of President Donald J. Trump for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Outgoing President, I authorize these direct payments.

We request that GSA provide the amount of the allowable direct payment for our records.

Sincerely,

(b) (6)

Beau Harrison
Office of Donald J. Trump

(Cov>Ch)

3/6/21

SPEEDWAY 0000000
Smithfield NC 27577
TRAN#: 1904748
3/6/2021 12:07 PM

Enmarket # 880
1539 Bells Hwy
Walterboro South Ca
29488
843-538-2352

Pump 06
Regular Unleaded
10.172 @ \$2.539/GAL
GAS TOTAL \$25.83

TAX \$0.00
TOTAL \$25.83

Unleaded
PUMP No. 04
Gallons 8.066
Gal Price \$2.599
TOTAL FUEL \$20.96
TOTAL SALE \$20.96

(b) (6)

(b) (6)

ENTRY METHOD: Chip
Card

Capture
(b) (6)

USD\$ 25.83

Chip Read

(b) (6)

USD\$ 20.96
(b) (6)

03/06/2021 12:02:47

Cardholder agrees to
pay to issuer total
charges per the
agreement between
cardholder & issuer.
www.speedway.com

03/06/2021 16:15:28

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.
THANKS FOR SHOPPING
AT ENMARKET

* Tell us how we *
* did by going to *
* EngageEnmarket.SMG *
* .com within the *
* next 3 days and *
* receive a FREE *
* LG COFFEE or *
* BIG QUENCH FTN *
* DRINK on your *
* next purchase of *
* \$2 or more *
* *
* Bring this *
* receipt with *
* your validation *
* code written *
* below to redeem *
* your offer *
* Validation code: *
* *

3/1/21

(b) (6)

CARD MEMBER

DESIREE SAYLE

(d)
AMOUNT

DATE	DESCRIPTION	AMOUNT	
Mar 7 2X Points	McDonald's 4305 W MAIN ST MIMS FL 32754-2107 (321) 264-9004 https://www.mcdonalds.com/us/en-us.html	MCDONALD'S MIMS FL Will appear on your Mar 19, 2021 statement as MCDONALD'S MIMS FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 2X U.S. Restaurants 28 ADDITIONAL INFORMATION (b) (6)	\$13.97

(b) (6)

CARD MEMBER

DESIREE SAYLE

(e)
AMOUNT

DATE	DESCRIPTION	AMOUNT	
Mar 7 2X Points	METRO DINER 340 FRONT ST, SAWGRASS VILLAGE SHOPPING CENTER, SUITE 700 PONTE VEDRA BEACH FL 32082-5077 (904) 513-8422	METRO DINER 62800300PONTE VEDRA B FL Will appear on your Mar 19, 2021 statement as METRO DINER 62800300PONTE VEDRA B FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 2X U.S. Restaurants 38 ADDITIONAL INFORMATION (b) (6)	\$18.76

(b) (6)

CARD MEMBER

DESIREE SAYLE

(f)
AMOUNT

DATE	DESCRIPTION	AMOUNT	
Mar 7 2X Points	DOMINOS #5076 142 SE 6TH AVENUE SUITE G THRU H DELRAY BEACH FL 33408 (561) 330-0002 https://www.dominos.com/en/?redirect=homepage	DOMINO'S 5076 000005DELRAY BEACH FL Will appear on your Mar 19, 2021 statement as DOMINO'S 5076 000005DELRAY BEACH FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 2X U.S. Restaurants 80 ADDITIONAL INFORMATION (b) (6) FAST FOOD REST.	\$40.24

3/7/21

Welcome to Shell
WELCOME
57546426503
FCE ST#7114
2350 N PONCE DE LEON
BL
SAINT AUGUSTI FL
32084

DATE 3/7/21 13:55
TRAN# 9019278
PUMP# 01
SERVICE LEVEL: SELF
PRODUCT: UNLD
GALLONS: 8.119
PRICE/G: \$2.679
FUEL SALE \$21.75
CREDIT \$21.75

(b) (6)

USD\$21.75

(b) (6)

Child Read

APPROVED

(b) (6)

Please come again
THANK YOU
HAVE A NICE DAY

3/9/21
TWS

WELCOME
810 S. DIXIE HWY
LANTANA FL

DATE 3/9/21 9:38
TRAN# 9100170

3/8/21

(b) (6)

CARD MEMBER
DESIREE SAYLE

DATE	DESCRIPTION	AMOUNT	
Mar 8 2X Points	ROCCO'S TACOS & TEQUILA BAR 110 E ATLANTIC AVE DELRAY BEACH FL 33444 (561) 808-1100 https://www.roccostacos.com/	ROCCO'S TACOS & TEQUIDELRAY BEACH FL Will appear on your Mar 19, 2021 statement as ROCCO'S TACOS & TEQUIDELRAY BEACH FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 2X U.S. Restaurants 226 ADDITIONAL INFORMATION (b) (6)	\$112.93

RECEIPT

License Plate No:
LRC4633

Expiration Date:
11:59 PM
MAR 08, 2021

Rate: \$4.00
 Total Due: \$4.00
 Total Paid: \$4.00
 Ticket # 05402123
 SIN # 620117150095
 Setting: Federalism Garage
 Mach Name: Federalism Dr. North

#AAA (b) (6) Auth #: 637302

PARKING RECEIPT

(g)

(b) (6)

3/9/21

CARD MEMBER

DESIREE SAYLE

(d)

DATE	DESCRIPTION	AMOUNT	
Mar 9	EXXONMOBIL INSIDE SALES (800) 243-9966 TX 77389 (800) 243-9966 https://www.exxon.com/en	EXXONMOBIL 9957 LANTANA FL Will appear on your Mar 19, 2021 statement as EXXONMOBIL 9957 LANTANA FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 1X on Other purchases	\$8.87
	ADDITIONAL INFORMATION (b) (6) 400	9	

(b) (6)

CARD MEMBER
DESIREE SAYLE

3/11/21

(d)

DATE	DESCRIPTION	AMOUNT	
Mar 11	WALGREENS 105 E OCEAN AVE LANTANA FL 33462 (800) 289-2273 https://www.walgreens.com	WALGREENS LANTANA FL Will appear on your Mar 19, 2021 statement as WALGREENS LANTANA FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 1X on Other purchases 102 ADDITIONAL INFORMATION (b) (6) PHARMACIES	\$102.13

(b) (6)

CARD MEMBER
DESIREE SAYLE

3/11/21

(e)

DATE	DESCRIPTION	AMOUNT	
Mar 11	WALGREENS 105 E OCEAN AVE LANTANA FL 33462 (800) 289-2273 https://www.walgreens.com	WALGREENS LANTANA FL Will appear on your Mar 19, 2021 statement as WALGREENS LANTANA FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 1X on Other purchases 17 ADDITIONAL INFORMATION (b) (6)	\$17.49

(b) (6)

CARD MEMBER
DESIREE SAYLE

(f)

DATE	DESCRIPTION	AMOUNT	
Mar 11 2X Points	CAFFE LUNA ROSA 34 S OCEAN BLVD, FINE DINING DELRAY BEACH FL 33483-6932 (561) 274-9404 http://caffelunarosa.com	CAFFE LUNA ROSA DELRAY BEACH FL Will appear on your Mar 19, 2021 statement as CAFFE LUNA ROSA DELRAY BEACH FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 2X U.S. Restaurants 178 ADDITIONAL INFORMATION (b) (6)	\$88.90

(b) (6)

3/12/21
CARD MEMBER
DESIREE SAYLE

(d)(e)

DATE	DESCRIPTION	AMOUNT	
Mar 12	Publix Super Market 555 NE 5TH AVE DELRAY BEACH FL 33483 (561) 272-9460 http://www.publix.com	PUBLIX SUPERMARKETS DELRAY BEACH FL Will appear on your Mar 19, 2021 statement as PUBLIX SUPERMARKETS DELRAY BEACH FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 1X on Other purchases 62 ADDITIONAL INFORMATION (b) (6)	\$61.63

(b) (6)

CARD MEMBER
DESIREE SAYLE

(f)

DATE	DESCRIPTION	AMOUNT	
Mar 12 2X Points	BurgerFi 6 S OCEAN BLVD DELRAY BEACH FL 33483-6932 (561) 278-9590 http://order.burgerfi.com/menu/burgerfi-delray-beach	BURGERFI-DELRAY 0002DELRAY BEACH FL Will appear on your Mar 19, 2021 statement as BURGERFI-DELRAY 0002DELRAY BEACH FL CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 2X U.S. Restaurants 68 ADDITIONAL INFORMATION (b) (6)	\$34.26

3/17/21

(b) (6)

CARD MEMBER

DESIREE SAYLE

DATE	DESCRIPTION	AMOUNT
Mar 17	EXXONMOBIL CAT OUTSIDE EXXONMOBIL 4781 FLORENCE SC Will appear on your Mar 19, 2021 statement as EXXONMOBIL 4781 FLORENCE SC (800) 243-9966 TX 77389 (800) 243-9966 https://www.exxon.com/en/contact-us	\$43.78
	CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 1X on Other purchases ADDITIONAL INFORMATION (b) (6)	44

(f)

(b) (6)

CARD MEMBER

DESIREE SAYLE

DATE	DESCRIPTION	AMOUNT
Mar 17	Chick-fil-A 2X Points 2705 DAVID H MCLEOD BLVD FLORENCE SC 29501 (843) 665-1512 https://www.chick-fil-a.com	\$21.43
	CHICK-FIL-A FLORENCE SC Will appear on your Mar 19, 2021 statement as CHICK-FIL-A FLORENCE SC CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 2X U.S. Restaurants ADDITIONAL INFORMATION (b) (6)	42

3/17/21
wed

CRYSTAL CITY 2300 JEFFERSON DAVIS HWY
ARLINGTON, VA 22202
THANKS FOR YOUR BUSINESS

EXXON EXPRESS PAY

CRYSTAL CITY
FG51126166001
2300 JEFFERSON DAVIS
ARLINGTON, VA
22202
03/17/2021 012773558
06:58:01 PM

(b) (6)

INVOICE 043210
AUTH 547429

PUMP# 11
Regular 12.5356
PRICE/GAL \$2.999

FUEL TOTAL \$ 37.59

CREDIT \$ 37.59

Customer-activated Purchase/Capture
Site #: 600000004782027
Shift Number 0
Sequence Number 43240
Swiped
APPROVED: 547429

Tell us about
your visit ! Visit
www.myexxonmobil.com
visit.com



Rental Agreement Summary

RA #: 766374365
Renter: DESIREE SAYLE



Dates & Times



Location

Pickup

Mar 5, 2021
7:26 PM

RONALD REAGAN WASH
NATL AIRPRT
ARLINGTON, VA
22202-3601
8446481606

Return

Mar 17, 2021
7:45 PM

RONALD REAGAN WASH
NATL AIRPRT
ARLINGTON, VA
22202-3601
8446481606



Vehicle

Make/Model: CHRY/PACI
Color: WHITE
Car Class Driven: MVAR
Car Class Charged: MVAR
Miles In: 4220 Miles Out: 1989
Mileage: 2231
Fuel In: 7/8 Fuel Out: Full
License: LRC4633 State/Province: MS
Unit #: 7VXXM8 Vehicle #: MR527854



Charges

Price/Unit

Total

Renter Charges

TIME & DISTANCE	1 @ \$814.19 / W	\$814.19
03/05/2021 - 03/17/2021		
EXTRA - TIME & DISTANCE	5 @ \$116.31 / DAY	\$581.55
03/05/2021 - 03/17/2021		
NO CHARGE DISTANCE	0 @ \$0.00 / MILE	\$0.00
03/05/2021 - 03/17/2021		
DISCOUNT	7.0000%	(\$97.70)
REFUELING CHARGE	2 @ \$3.92 / GALLON	\$7.85
DCA CONTRACT FEE	12 @ \$3.50 / DAY	\$42.00
CONCESSION RECOVERY FEE	11.11 PCT	\$145.42
VEHICLE LICENSE FEE	12 @ \$0.25 / DAY	\$3.00
VA RENTAL FEE	2.0000%	\$26.02
VA RENTAL TAX	4.0000%	\$52.04
VA ADDITIONAL RENTAL TAX	4.0000%	\$52.04

Total Charges: \$1,626.41

Charge To: (b) (6)

Amount Due: \$0.00

Subject to Audit
For Reservations: 1-800-RENT-A-CAR

(b) (6)

CARD MEMBER

DESIREE SAYLE

DATE	DESCRIPTION	AMOUNT
Mar 5	AIRBNB 888 BRANNAN ST - SAN FRANCISCO CA 94103-4932 (855) 424-7262 https://www.airbnb.com/	AIRBNB * HM85YBMXZJ SAN FRANCISCO CA Will appear on your Mar 19, 2021 statement as AIRBNB * HM85YBMXZJ SAN FRANCISCO CA CARD DESIREE SAYLE MEMBERSHIP REWARDS POINTS 1X on Other purchases 3,300
	(b) (6)	

Your receipt from Airbnb



Receipt ID: RCHJW4NJXE · March 5, 2021

Delray Beach

6 nights in Delray Beach

Sun, Mar 7, 2021 → Sat, Mar 13, 2021

Entire home/apt · 4 beds · 1 guest



720 Lake Avenue North
Delray Beach, FL 33483
United States

Hosted by (b) (6)

Confirmation code: HM85YBMXZJ

[Go to itinerary](#) · [Go to listing](#)

Traveler: Desiree Sayle

Cancellation policy

Cancel before 3:00 PM on Mar 7 and only get a refund of the cleaning fee. [More details](#)

Cutoff times are based on the listing's local time

Have a question?

Visit the [Help Center](#)

Price breakdown

\$433.33 x 6 nights	\$2,600.00
Cleaning fee	\$125.00
Service fee	\$384.71
Occupancy taxes and fees	\$190.75
Total (USD)	\$3,300.46

Payment

(b) (6)	\$3,300.46
March 5, 2021 · 1:19:48 PM EST	
Amount paid (USD)	\$3,300.46

Airbnb service fee

Includes applicable VAT charges. [Go to Payment Details to view VAT Invoice.](#)

Occupancy taxes

Occupancy Taxes include Accommodations Tax (Palm Beach), General Sales and Use Tax (Florida), General Sales and Use Tax (Palm Beach).

Airbnb Payments, Inc.

Airbnb Payments is a limited payment collection agent of your Host. It means that upon your payment of the Total Fees to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with: (i) the Host's cancellation policy (available on the Listing); or (ii) Airbnb's Guest Refund Policy Terms, available at www.airbnb.com/terms. Questions or complaints: contact Airbnb Payments, Inc. at +1 (844) 234-2500.

Payment processed by:

Airbnb Payments, Inc.
888 Brannan Street, San Francisco, CA 94103

Airbnb, Inc.
888 Brannan St, San Francisco, CA 94103
www.airbnb.com



ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM

Use this form to enroll in Direct Deposit of your federal payment from the General Services Administration

Privacy Act Statement Collection of this information is authorized by 31 U.S.C. 3332(g), 3325(d) and 7701(c). The information will be used by the Government to make payments by EFT to a vendor. This information may also be used for income reporting and for collecting and reporting on any delinquent amounts arising out of a vendor's relationship with the Government. Disclosure of the information by the vendor is mandatory. Failure to provide the requested information may result in the delay or withholding of payment to the vendor.

Last Name Sayle	First Name Desiree	M.I. T	Social Security Number (SSN) (b) (6)	
Home Address (b) (6)		City (b) (6)	State (b) (6)	ZIP (b) (6)

Financial Institution Name (b) (6)	Financial Institution Routing Transit Number (RTN) 9 digits (b) (6)
Depositor Account Number (b) (6)	Account Type <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings
Payee Email (b) (6)	Work Phone (b) (6)

Return to Heartland Finance Center, Financial Operations and Disbursement Division

Fax to: 816-823-5415

Finance Helpdesk Phone Number 816-926-7287 or 1-800-676-3690, option 3

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)

Column (c): If the voucher includes per diem allowances for members of employee's immediate family, show member's names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Column (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from column (j) or maximum rate.

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete only for actual expense travel

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	ITEMIZED SUBSISTENCE EXPENSES										MILEAGE RATE: ϕ		AMOUNT CLAIMED	
			MEALS			MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	MILEAGE NUMBER OF MILES (k)	OTHER	MILEAGE	SUBSISTENCE	OTHER			
			BREAKFAST	LUNCH	DINNER									TOTAL		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)			
03/06		M&IE - Jacksonville, FL (stopover)					\$41.25		\$41.25			\$41.25				
03/07		M&IE & Lodging - Palm Beach, FL					\$61.00	\$205.00	\$266.00			\$266.00				
03/08		M&IE & Lodging - Palm Beach, FL					\$61.00	\$205.00	\$266.00			\$266.00				
03/09		M&IE & Lodging - Palm Beach, FL					\$61.00	\$205.00	\$266.00			\$266.00				
03/10		M&IE & Lodging - Palm Beach, FL					\$61.00	\$205.00	\$266.00			\$266.00				
03/11		M&IE & Lodging - Palm Beach, FL					\$61.00	\$205.00	\$266.00			\$266.00				
03/12		M&IE & Lodging - Palm Beach, FL					\$61.00	\$205.00	\$266.00			\$266.00				
03/13		M&IE - Jacksonville, FL (stopover)					\$55.00		\$55.00			\$55.00				
03/17		M&IE - return to DC					\$41.25		\$41.25			\$41.25				
03/17		gasoline - TDY (total)					\$158.78		\$158.78			\$158.78				
03/08		parking														
03/17		rental car - TDY					\$1,219.81		\$1,219.81			\$1,219.81				
										TOTALS						

If additional space is required, continue on another Optional Form 1012 BACK, leaving the front blank.

Enter the total of columns (l), (m), and (n) below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED \$3,112.09

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Stamps

Beau Harrison (b) (6) Mon, Jul 12, 2021 at 1:51 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson (b) (6)
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Monday, July 12, 2021 4:50:32 PM
To: Desiree Thompson (b) (6)
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Beau Harrison (b) (6)
Subject: Re: Stamps

Beau --- please approve \$2040 for Stamps.com. Thank you, Kathy

On Mon, Jul 12, 2021 at 3:05 PM Desiree Thompson (b) (6) wrote:

We are going into our final push sending mail this week, can we replenish stamp funds as soon as possible, please!

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

6/20 - 7/3 Payroll Memo Due

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Fri, Jul 2, 2021 at 8:50 AM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you!

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Fri, Jul 2, 2021 at 6:55 AM Beau Harrison (b) (6) wrote:

Memo attached!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, July 1, 2021 at 5:06 PM**To:** Beau Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** 6/20 - 7/3 Payroll Memo Due

Good afternoon Beau,

Please submit as soon as possible with Monday being a holiday.

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)



July 2, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump

Name	6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/29	6/30	7/1	7/2	7/3
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Dan Scavino		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
Molly Michael		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
Nicholas Luna		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
Beau Harrison		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
Stephen Miller		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
Hayley D'Antuono		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
Marcia Kelly		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
Eliza Thurston		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
Desiree Thompson		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
(b) (6)		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
(b) (6)		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
(b) (6)		(b) (6)		(b) (6)				(b) (6)		(b) (6)				
(b) (6)		(b) (6)		(b) (6)				(b) (6)		(b) (6)				



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

6/6 - 6/19 Payroll Memo Due

Beau Harrison (b) (6)

Tue, Jun 22, 2021 at 6:42 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Josette Colyne - CR1P <josette.colyne@gsa.gov>, Jearline Nicome - CSC <jearline.nicome@gsa.gov>

Got it - thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Tuesday, June 22, 2021 9:28:47 AM**To:** Beau Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Jose e Colyne - CR1P <josette.colyne@gsa.gov>; Jearline Nicome - CSC <jearline.nicome@gsa.gov>**Subject:** Re: 6/6 - 6/19 Payroll Memo Due

Beau --- I wanted to make you aware that since the request for the salaries increases was received late there could be issues with payroll. GSA made the changes for the salary increases effective for the last pay period but sometimes when late submissions are entered it causes other issues. If you see any issues, please let us know.

For future reference, we advise that you provide us a minimum of a week to make salary changes or off-boarding changes. This allows our HR and payroll staff time to make the changes in ample time to process in the bi-weekly payroll process.

Thank you, Kathy

On Mon, Jun 21, 2021 at 4:51 PM Beau Harrison (b) (6) wrote:

Thanks Kathy – attached please find the signed memo! We all worked on June 18th.

Thanks,

Beau

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Monday, June 21, 2021 at 1:25 PM**To:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Cc:** Beau Harrison (b) (6)**Subject:** Re: 6/6 - 6/19 Payroll Memo Due

Beau --- this is a reminder that we will need your payroll memo by COB, today. Also since Friday, June 18 was a Federal holiday, we need to know if your staff took the holiday or worked?

Thank you, Kathy

On Thu, Jun 17, 2021 at 6:51 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good evening Beau,

Please submit no later than COB Monday.

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



June 21, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo:

- Scott Gast (last day was June 14, 2021)

Salary Rate Changes since last memo:

- (b) (6) – now \$105,000 per annum as of June 6, 2021
- (b) (6) – now \$135,000 per annum as of June 6, 2021
- Desiree Sayle Thompson – now \$150,000 per annum as of June 6, 2021
- (b) (6) – now \$105,000 per annum as of June 6, 2021
- (b) (6) – now \$115,000 per annum as of June 6, 2021
- Hayley D’Antuono – now \$170,000 per annum as of June 6, 2021
- Beau Harrison – now \$170,000 per annum as of June 6, 2021

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Outgoing Transition - Move Contract for One Potomac Yard

Beau Harrison (b) (6)

Tue, Jun 15, 2021 at 10:54 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Jonah Wainwright (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved – thank you

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Tuesday, June 15, 2021 at 1:53 PM

To: Jonah Wainwright (b) (6) Beau Harrison

(b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Outgoing Transition - Move Contract for One Potomac Yard

Jonah and Beau ---

We have received the proposal for the move contract for the Outgoing Transition Offices located in Arlington. The total cost is \$3263.00. This cost will be split 50/50 between the Outgoing VP and Outgoing POTUS.

Please approve the amount of \$1631.50 each for this contract.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Outgoing Transition

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Re: Network and Cabling Decommissioning

Beau Harrison (b) (6)

Wed, Jun 9, 2021 at 2:37 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Approved – thanks!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Date:** Wednesday, June 9, 2021 at 5:11 PM**To:** Beau Harrison (b) (6) >**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Subject:** Fwd: Network and Cabling Decommissioning

Beau -- do you approve the decommissioning of the cabling and connectivity at One Potomac Yard?

----- Forwarded message -----

From: Jonah Wainwright (b) (6) >

Date: Mon, Jun 7, 2021 at 12:35 PM

Subject: Re: Network and Cabling Decommissioning

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: William Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

This is approved.

Thanks,

Jonah

On Fri, Jun 4, 2021 at 5:42 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

We received an updated quote on the cabling and network which is slightly higher. The revised quote is \$2368.20. The cost will be split 50/50 between the Outgoing VP and Outgoing President's Correspondence Office. The 50/50 cost is \$1172.10. Once you approve we will award the contract. Net100 is getting booked and they want a 30 day window for scheduling. I'd appreciate your concurrence as soon as possible.

Thank you, Kathy

On Thu, Jun 3, 2021 at 10:52 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah and Beau ---

As we prepare for closing out the Outgoing Transition space at One Potomac Yard. This is one of the first contracts that we will be awarding. This is for the decommissioning the network and cabling. The quote is for \$(b) (4). The cost will be split 50/50 between the Outgoing VP and Outgoing President's Correspondence Office. The 50/50 cost is \$(b) (4).

Please approve this amount.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Outgoing Transition

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

8/2/2021

GSA.gov Mail - Re: Network and Cabling Decommissioning

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Fwd: Postage please!

Beau Harrison (b) (6) Wed, Jun 9, 2021 at 2:37 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson (b) (6)
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved – thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, June 9, 2021 at 5:10 PM
To: Desiree Thompson (b) (6)
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Postage please!

Beau --- is this approved?

On Wed, Jun 9, 2021 at 5:07 PM Desiree Thompson (b) (6) wrote:

Please reload 2,000 when possible. Also, I have received the toner waste cartridge and the wrong one was delivered. Is there something I need to provide for model number?

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

--
Kathleen K. Geisler
Director
Program Execution Division

8/2/2021

GSA.gov Mail - Fwd: Postage please!

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

5/23 - 6/5 Payroll Memo Due

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Mon, Jun 7, 2021 at 2:27 PM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you!

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Mon, Jun 7, 2021 at 1:48 PM Beau Harrison (b) (6) > wrote:

Memo attached!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, June 3, 2021 at 6:51 PM**To:** Beau Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** 5/23 - 6/5 Payroll Memo Due

Good evening Beau,

Please submit no later than COB Monday.

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)



June 7, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Move of the Multi-Functioning Printer

Beau Harrison (b) (6) Mon, Jun 7, 2021 at 9:43 AM
To: Jonah Wainwright (b) (6) Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>, Sherry Payne - IDTBC <sherry.payne@gsa.gov>

Approved

Get [Outlook for iOS](#)

From: Jonah Wainwright (b) (6)
Sent: Monday, June 7, 2021 12:35:19 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Beau Harrison (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Erik Simmons - IDT <erik.simmons@gsa.gov>; Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>; Sherry Payne - IDTBC <sherry.payne@gsa.gov>
Subject: Re: Move of the Mul -Func oning Printer

This is approved.

Thanks,
Jonah

On Mon, Jun 7, 2021 at 12:13 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah and Beau --- the quote for the move of the multi-functioning printers is \$567.00. This will be a 50/50 split of \$283.50.

Please approve this estimate.

Thank you, Kathy

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) desk)
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

5/9 - 5/22 Payroll Memo Due

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, May 24, 2021 at 10:55 AM

To: Beau Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thank you

On Mon, May 24, 2021 at 1:16 PM Beau Harrison (b) (6) wrote:

Memo attached – thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Monday, May 24, 2021 at 9:01 AM
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Cc: Beau Harrison (b) (6)
Subject: Re: 5/9 - 5/22 Payroll Memo Due

Beau -- just a friendly reminder to submit by COB today. Thank you, Kathy

On Thu, May 20, 2021 at 4:51 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good afternoon Beau,

Please submit no later than COB Monday.

Thank you,
Kaitlyn**Kaitlyn Schneider**

U.S. General Services Administration

w: (b) (6)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)



May 24, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Travel Reimbursement for NY

Beau Harrison (b) (6)

Wed, May 12, 2021 at 1:17 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Awesome - thank you!

Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Wednesday, May 12, 2021 4:14:29 PM**To:** Beau Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Travel Reimbursement for NY

Beau ---

Please see the attached letter approving the travel vouchers submitted by yourself, Molly Michaels, and (b) (6) for travel to NY on April 17-20, and Molly's travel on March 5-7.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Outgoing

Transition

(b) (6) (desk)
(b) (6) (cell)



U.S. General Services Administration

May 12, 2021

Mr. William B. Harrison
1100 S. Ocean Blvd.
Palm Beach, FL 33480

Dear Mr. Harrison,

The General Services Administration (GSA) has reviewed the request for direct payment to three transition team employees for previously incurred hotel and meals and incidentals costs. GSA has reviewed the OF-1012 paper voucher as well as the receipts associated with all expenses over \$75.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for these activities to be as follows:

William Harrison - \$404.45
(b) (6) - \$190.00
Molly Michael - \$380.00 (two trips - \$190.00 each)

Documentation supporting this calculation is attached.

I have verified that you are a designee of the Donald J. Trump Transition Team for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment to these employees in these amounts for processing.

Thank you,

**KATHLEEN
GEISLER**
Digitally signed by KATHLEEN GEISLER
DN: cn=US, o=U.S. Government, ou=General
Services Administration, cn=KATHLEEN GEISLER
+ OID.0.9.2342.19200300.100.1.1=447011000021291
Reason: I am the author of this document
Location: your signing location here
Date: 2021.05.12 15:47:27-0400
Foxit PhantomPDF Version: 10.1.3

Kathy Geisler
Director
Outgoing Transition

1800 F Street, NW
Washington DC 20405-0002
www.gsa.gov

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED		INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)										Complete this information if this is a continuation sheet.	
DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	MEALS				ITEMIZED SUBSISTENCE EXPENSES			MILEAGE RATE: NUMBER OF MILES (k)	MILEAGE	AMOUNT CLAIMED	
(a)	(b)	(c)	BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	(l)	(m)	(n)	
3/5		Per Diem Computation					\$57.00		\$57.00		\$57.00		
3/6		Per Diem Computation					\$76.00		\$76.00		\$76.00		
3/7		Per Diem Computation					\$57.00		\$57.00		\$57.00		
/													
/													
/													
/													
/													
/													
/													
TOTALS												\$190.00	

If additional space is required, continue on another Optional Form 1012 BACK, leaving the front blank.

Enter the total of columns (l), (m), and (n) below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▲ \$190.00

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by E.O. 11609 of July 22, 1971; E.O. 11012 of March 27, 1962; E.O. 9397 of November 22, 1943; and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement of eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Certificate Of Completion

Envelope Id: 7D200B69FE54480B9933341247DC4BAB	Status: Completed
Subject: Please DocuSign: PT030521MICM Travel Voucher.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kathleen K. Geisler
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London	1800F F St NW
	Washington DC, DC 20405
	kathleen.geisler@gsa.gov
	IP Address: (b) (6)


Record Tracking

Status: Original	Holder: Kathleen K. Geisler	Location: DocuSign
5/6/2021 5:13:37 PM	kathleen.geisler@gsa.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: US General Services Administration	Location: DocuSign

Signer Events

Kathleen K. Geisler
kathleen.geisler@gsa.gov
US General Services Administration
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: (b) (6)

Timestamp

Sent: 5/6/2021 5:14:37 PM
Viewed: 5/6/2021 5:15:09 PM
Signed: 5/6/2021 5:15:34 PM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/6/2021 5:14:37 PM
Certified Delivered	Security Checked	5/6/2021 5:15:09 PM
Signing Complete	Security Checked	5/6/2021 5:15:34 PM
Completed	Security Checked	5/6/2021 5:15:34 PM
Payment Events	Status	Timestamps

Complete this information if this is a continuation sheet.
 PAGE 2 OF 2 PAGES
 TRAVEL AUTHORIZATION NUMBER
 PT041421MIC
 TRAVELER'S LAST NAME
 Michael

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)
 Column (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost.
 (h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
 (i) Complete for per diem and actual expense travel.
 (j) Show total subsistence expense incurred for actual expense travel.
 (m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from column (j) or maximum rate.
 (n) Show expenses, such as tax/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED
 Column (c): If the voucher includes per diem allowances for members of employee's immediate family, show member's names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)
Complete only for actual expense travel

DATE	TIME (Hour and amt/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	ITEMIZED SUBSISTENCE EXPENSES					MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	MILEAGE RATE: NUMBER OF MILES (k)	MILEAGE	AMOUNT CLAIMED	
			BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	(h)						(i)	(j)
4/18		Per Diem Computation							\$57.00				\$57.00	
4/19		Per Diem Computation							\$76.00				\$76.00	
4/20		Per Diem Computation							\$57.00				\$57.00	
/														
/														
/														
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/														
/														
TOTALS													\$190.00	

If additional space is required, continue on another Optional Form 1012 BACK, leaving the front blank.

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TOTAL AMOUNT CLAIMED ▲ \$190.00

Enter the total of columns (l), (m), and (n) below and in item 13 on the front of this form.

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)

Column (c): If the voucher includes per diem allowances for members of employee's immediate family, show member's names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Column (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from column (j) or maximum rate.

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete only for actual expense travel

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	ITEMIZED SUBSISTENCE EXPENSES										MILEAGE RATE: NUMBER OF MILES (k)	AMOUNT CLAIMED	
			MEALS		LUNCH	DINNER	TOTAL	MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	MILEAGE	SUBSISTENCE		OTHER	
			BREAKFAST	LUNCH											DINNER
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(l)	(m)	(n)			
4 / 17		Per Diem Computation					\$57.00				\$57.00		\$57.00		
4 / 18		Per Diem Computation					\$76.00				\$76.00		\$76.00		
4 / 19		Per Diem Computation					\$76.00				\$76.00		\$76.00		
4 / 20		Per Diem Computation					\$57.00				\$57.00		\$57.00		
4 / 18		UBER - to Airport for Arrival					\$52.90				\$52.90		\$52.90		
4 / 19		UBER - Trump Tower to Apt					\$19.38				\$19.38		\$19.38		
4 / 19		UBER - Apt to Trump Tower					\$32.55				\$32.55		\$32.55		
4 / 20		UBER - Apt to Trump Tower					\$33.62				\$33.62		\$33.62		
/															
/															
/															
/															
TOTALS													\$404.45		

If additional space is required, continue on another Optional Form 1012 BACK, leaving the front blank.

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Enter the total of columns (l), (m), and (n) below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED \$404.45



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Additional Stationery Order

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, May 12, 2021 at 11:52 AM

To: Beau Harrison (b) (6) >

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Desiree Thompson (b) (6)

Yes, we will request a proposal from the printer. Thank you, Kathy

On Wed, May 12, 2021 at 2:50 PM Beau Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – could we please go ahead and order some additional Stationery Supplies as listed below?

The estimated cost is APPROVED.

Thanks,

Beau

From: Desiree Thompson (b) (6)

Date: Wednesday, May 12, 2021 at 2:32 PM

To: Beau Harrison (b) (6)

Subject: Stationery request

Beau, would you be good if I ordered additional A-8 cards and envelopes? We are running through those very quickly in response to both incoming paper mail and 45.com office requests.

PRINCIPLES GENERAL	ITEM	QUANTITY	PRICE PER ITEM	TOTAL	ORDER TOTAL			
Principle's card.pdf	A8 Card (5.25 x 7.9) 80lb	2,500	(b) (4)	(4)	(4)			
		5,000						
		7,500						
		10,000						
	A8 Card Envelope	2,500						
		5,000						
		7,500						
		10,000						
TOTAL								\$9,712.45

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

8/2/2021

GSA.gov Mail - Additional Stationery Order

(b) (6)

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

4/25 - 5/8 Payroll Memo Due

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Mon, May 10, 2021 at 2:03 PM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you!

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Mon, May 10, 2021 at 4:02 PM Beau Harrison (b) (6) > wrote:

Signed memo attached – thank you!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Monday, May 10, 2021 at 4:23 PM**To:** Beau Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** Re: 4/25 - 5/8 Payroll Memo Due

Good afternoon Beau,

Just a reminder that your payroll memo is due today.

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)

On Thu, May 6, 2021 at 11:06 AM Beau Harrison (b) (6) > wrote:

Got it – thanks Kaitlyn!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Date: Thursday, May 6, 2021 at 9:39 AM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Subject: 4/25 - 5/8 Payroll Memo Due

Good morning Beau,

Please submit no later than COB Monday.

Thank you,

Kaitlyn

Kaitlyn Schneider

U.S. General Services Administration

w: (b) (6)



May 10, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump

Name	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Dan Scavino		(b) (6)							(b) (6)					
Molly Michael														
Nicholas Luna														
Beau Harrison														
Stephen Miller														
Hayley D'Antuono														
Marcia Kelly														
Scott Gast														
Eliza Thurston														
Desiree Thompson														
(b) (6)														
(b) (6)														
(b) (6)														
(b) (6)														



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Furniture Order - Shelving

Hayley D'Antuono (b) (6) Thu, Apr 22, 2021 at 11:32 AM
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, (b) (6)
Cc: Beau Harrison (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Hi Cheryl,

No problem. The first option looks great - thank you!

[https://www.amazon.com/Kings-Rack-Boltless-Shelving-Adjustable/dp/B07DTV56KH/ref=sr_1_9?dchild=1&keywords=Silver%2B5-Tier%2BHeavy%2BBoltless%2BGarage%2BStorage%2BShelving%2B\(30%2Bin.%2BW%2Bx%2B60%2Bin.%2BH%2Bx%2B12%2Bin.%2BD\)&qid=1619038287&s=home-garden&sr=1-9&th=1](https://www.amazon.com/Kings-Rack-Boltless-Shelving-Adjustable/dp/B07DTV56KH/ref=sr_1_9?dchild=1&keywords=Silver%2B5-Tier%2BHeavy%2BBoltless%2BGarage%2BStorage%2BShelving%2B(30%2Bin.%2BW%2Bx%2B60%2Bin.%2BH%2Bx%2B12%2Bin.%2BD)&qid=1619038287&s=home-garden&sr=1-9&th=1)

Hayley

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Sent: Thursday, April 22, 2021 2:21:18 PM
To: (b) (6)
Cc: Beau Harrison (b) (6); Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Hayley D'Antuono (b) (6)
Subject: Re: Furniture Order - Shelving

Good afternoon,

Home Depot is not on my first level tier of vendors I can purchase from at this time. For comparison, please click the links below and let me know if this will suffice:

[https://www.amazon.com/Kings-Rack-Boltless-Shelving-Adjustable/dp/B07DTV56KH/ref=sr_1_9?dchild=1&keywords=Silver%2B5-Tier%2BHeavy%2BBoltless%2BGarage%2BStorage%2BShelving%2B\(30%2Bin.%2BW%2Bx%2B60%2Bin.%2BH%2Bx%2B12%2Bin.%2BD\)&qid=1619038287&s=home-garden&sr=1-9&th=1](https://www.amazon.com/Kings-Rack-Boltless-Shelving-Adjustable/dp/B07DTV56KH/ref=sr_1_9?dchild=1&keywords=Silver%2B5-Tier%2BHeavy%2BBoltless%2BGarage%2BStorage%2BShelving%2B(30%2Bin.%2BW%2Bx%2B60%2Bin.%2BH%2Bx%2B12%2Bin.%2BD)&qid=1619038287&s=home-garden&sr=1-9&th=1)

-or-

https://www.amazon.com/dp/B08BJTQCH3?psc=1&pf_rd_p=b1b2cdd9-ef85-4777-865c-8f92d7d6878a&pf_rd_r=BVMXSGCB036Y02ZRY0AC&pd_rd_wg=oB4cE&pd_rd_i=B08BJTQCH3&pd_rd_w=KJB62&pd_rd_r=7ff3e3f-6f13-41e8-9c35-e36c8c61954f&ref_=pd_luc_rh_rtpb_01_04_t_img_lh

On Wed, Apr 21, 2021 at 6:45 PM (b) (6) wrote:

Additionally, the color should be silver and the dimensions are 30 in W x 60 in H x 12 in D.

Thank you for all of your help!

(b) (6)

From: Beau Harrison (b) (6)
Date: Wednesday, April 21, 2021 at 4:44 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Hayley D'Antuono (b) (6) >, (b) (6)
Subject: Re: Furniture Order - Shelving

Yes – just one! Thank you

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, April 21, 2021 at 4:43 PM
To: Beau Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Hayley D'Antuono (b) (6) >, (b) (6)
Subject: Re: Furniture Order - Shelving

How many - One?

On Wed, Apr 21, 2021 at 4:42 PM Beau Harrison (b) (6) wrote:

Kathy, Kaitlyn, and Cheryl – could we also please order the shelving units at the link below?

Link: <https://www.homedepot.com/p/Muscle-Rack-Silver-5-Tier-Heavy-Boltless-Garage-Storage-Shelving-30-in-W-x-60-in-H-x-12-in-D-UR301260PB5P-SV/300097685>

Thanks,

Beau Harrison

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--
--



U.S. General Services Administration

**Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Request for Reimbursement - Molly Michael (\$123.04)

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, May 6, 2021 at 11:21 AM

To: Beau Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Molly Michael (b) (6)

Beau ---

As requested, GSA has reviewed the request for direct reimbursement and the associated receipt. Please see the attached approval letter. The direct reimbursement will be sent electronically to Molly Michael.

Thank you, Kathy

On Wed, Apr 28, 2021 at 11:26 AM Beau Harrison (b) (6) wrote:

Good morning,

Attached please find a formal request for reimbursement. Receipt is attached for reference.

- Employee: Molly Michael
- Total: \$123.04
- Item: 1 x Digital Voice Recorder
- Justification: Dictation Device needed for Interviews

Please let me know if you have any questions.

Thanks,

Beau Harrison

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)

 **Molly Michael Reimbursement 4-30-21 GSA Letter.pdf**
124K



April 28, 2021

To Whom It May Concern,

The Donald J. Trump Transition Team is requesting direct payment to transition team employee, **MOLLY MICHAEL**, using the direct deposit information on file.

This request for direct payment is for previously incurred expenses for specialty office supplies. The receipt for the supplies purchased is attached.

As a designee of the Outgoing President for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Outgoing President, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Thanks,

(b) (6)

Beau Harrison
Office of Donald J. Trump

Welcome to Best Buy #550
1880 PALM BEACH LAKES BLVD
WEST PALM BEACH, FL 33401



Val:100000-533956-378165-114521-309411-71546

0550 001 3368 04/01/21 10:10

6368538 DVT4110 114.99

DVT4110

129.99 Was Price

15.00- Sale Discount

Sales Tax 8.05

Subtotal 114.99

Sales Tax 8.05

=====
Total 123.04

(b) (6) ChipRead USD\$ 123.04

(b) (6)

MICHAEL/MOLLY A

Approval 845105

CARD ENTRY: Chip

MODE: Issuer

(b) (6)

Other Savings: 15.00

Total Savings: 15.00

Return/Exchange Policy: 15 days on most purchases. 14 days on devices that can be activated and cell phones. For details, go to BestBuy.com>Returns.

To learn about privacy practices go to BestBuy.com/Privacy.

Your Customer Service PIN is:
0550 001 3368 040121



U.S. General Services Administration

March 30, 2021

Mr. William B. Harrison
1100 S. Ocean Blvd.
Palm Beach, FL 33480

Dear Mr. Harrison,

The General Services Administration (GSA) has reviewed the request for direct payment to a transition team employee for previously incurred expenses for specialty office supplies. GSA has reviewed the receipts associated with the purchase.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is \$123.04. Documentation supporting this calculation is attached.

I have verified that you are a designee of the Donald J. Trump Transition Team for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment to Molly Michael in this amount for processing.

Thank you,

Kathy Geisler
Director
Outgoing Transition



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Additional Autopen Signature SD Card

Beau Harrison (b) (6)

Tue, May 4, 2021 at 10:44 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Molly Michael (b) (6), Desiree Thompson (b) (6), Hayley D'Antuono

(b) (6)

Hey Kathy and Kaitlyn,

We have recently acquired an additional autopen machine down here at the Florida Office Space.

Would it be possible to order an additional Signature Memory Card for President Trump and Mrs. Trump?

The estimated costs below are approved:

- First Signature and Card - \$185.00
- Second Signature - \$155.00

Please let me know if you have any questions.

Thanks,

Beau

 **45 Office -- Autopen Authorization.pdf**
67K



DONALD J. TRUMP

May 4, 2021

The Autopen Company
DAMILIC
601-7 Dover Road
Rockville, MD 20850

To Whom It May Concern,

This letter serves as approval and authorization for the GSA to use the signatures that are currently on file for President Donald J. Trump and Melania Trump.

Please let me know if you have any questions on this matter.

Sincerely,

(b) (6)

Beau Harrison
Office of Donald J. Trump



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

3/6-3/9 NY, NY Reimbursements

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Fri, Apr 30, 2021 at 5:59 AM

To: (b) (6) (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Beau Harrison (b) (6)

Good morning Beau and (b) (6),

We apologize for the delay on this.

Beau - attached is Kathy's response letter for this reimbursement for your records.

(b) (6) - attached is your final voucher package which includes the deductions for the rental car upgrade.

Please let us know if you have any questions.

Thank you,
Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Wed, Apr 21, 2021 at 6:32 PM (b) (6) > wrote:

Hi all! I received a payment from GSA of \$2369.52, short of the \$2667.36 originally submitted. I understand there were some questions on what was actually reimbursable, and I understand that. Is it possible to get an itemized receipt of what GSA did pay for? Thank you!

(b) (6)

[Get Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Monday, April 12, 2021 12:10:37 PM**To:** (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Beau Harrison (b) (6)**Subject:** Re: 3/6-3/9 NY, NY Reimbursements

(b) (6) --- we had to do some research on some of the travel regs. We will resubmit this week.

Kathy

On Mon, Apr 12, 2021 at 11:34 AM (b) (6) wrote:

Hi all and happy Monday! I haven't seen any payment on this yet. When should I expect this?

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, April 1, 2021 at 9:07 AM**To:** (b) (6)**Cc:** Beau Harrison (b) (6), Kathy Geisler - WPXP

<kathleen.geisler@gsa.gov>

Subject: Re: 3/6-3/9 NY, NY Reimbursements

Thank you!

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Wed, Mar 31, 2021 at 4:28 PM (b) (6) wrote:

Revised! Thank you!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Date: Wednesday, March 31, 2021 at 12:02 PM

To: (b) (6)

Cc: Beau Harrison (b) (6), Kathy Geisler - WPXP
<kathleen.geisler@gsa.gov>

Subject: Re: 3/6-3/9 NY, NY Reimbursements

(b) (6),

Can you please resubmit the voucher?

Add a line for each day and in column g put the total you are seeking. The M&IE total for New York city is \$76 for a full day and \$57 (75%) for the first and last day (travel days).

Please let me know if you have any questions!

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Wed, Mar 31, 2021 at 10:23 AM (b) (6) wrote:

Oops! Sorry about that. It was missed on my end. I've never filled one of these out before and thought it was assumed. What do I need to do to rectify this?

[Get Outlook for iOS](#)

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Sent: Wednesday, March 31, 2021 11:08:58 AM

To: (b) (6)

Cc: Beau Harrison (b) (6); Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Subject: Re: 3/6-3/9 NY, NY Reimbursements

Good morning (b) (6) and Beau,

We noticed that you did not request reimbursement for Meals and Incidental Expenses (M&IE) on your voucher. Can you please confirm if you are not seeking reimbursement for this or if it was just missed?

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Fri, Mar 26, 2021 at 7:50 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good morning (b) (6),

We just received confirmation that the return flight was cancelled. Thank you for your help with this.

Have a great weekend!

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Thu, Mar 25, 2021 at 12:49 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

(b) (6),

Thank you for the update. I am checking with Adtrav now to double check. Just wanted to make sure I had the correct information before reaching out.

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Thu, Mar 25, 2021 at 12:47 PM (b) (6) wrote:

Yes I did fly back with him on the 9th! The flight should've been cancelled. Was it not?

[Get Outlook for iOS](#)

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Sent: Thursday, March 25, 2021 11:16:59 AM

To: (b) (6)

Cc: William Harrison (b) (6); Kathy Geisler - WPXP
<kathleen.geisler@gsa.gov>

Subject: Re: FW: 3/6-3/9 NY, NY Reimbursements

Thank you (b) (6) !

We need a quick clarification before we can pass the documents along to the next office.

Your returning flight to Florida was ticketed for the morning of Wednesday, March 10, but your voucher and hotel receipt show that your trip ended on the 9th. Was your flight back to FL cancelled? I know Beau originally mentioned that it may get cancelled and you would fly back with the President.

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Wed, Mar 24, 2021 at 12:38 PM (b) (6) wrote:

Perfect, attached!

(b) (6)

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Date: Wednesday, March 24, 2021 at 10:35 AM

To: William Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, (b) (6)

(b) (6)

Subject: Re: FW: 3/6-3/9 NY, NY Reimbursements

Good morning Beau,

Thank you for sending over. We will start reviewing everything.

We will need (b) (6) to fill out the EFT form as well before anything can be done. I have reattached it here.

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Tue, Mar 23, 2021 at 4:31 PM William Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – Will received an undeliverable kick-back email on the first attempt to send this, so taking another crack here!

Thanks,

Beau

From: (b) (6)
Date: Monday, March 22, 2021 at 2:37 PM
To: "kathleen.geisler@gsa.gov" <kathleen.geisler@gsa.gov>, "kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>
Cc: William Harrison (b) (6)
Subject: 3/6-3/9 NY, NY Reimbursements

Good afternoon! I have some reimbursements to submit from President Trump's March visit to New York City. Attached are receipts from the trip and the GSA reimbursement forms for your review. Please let me know if you have any other questions or need me to amend anything.

Best,

(b) (6)

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)

2 attachments

8/2/2021

GSA.gov Mail - 3/6-3/9 NY, NY Reimbursements

 (b) (6) - Travel - GSA Letter.pdf
126K

 (b) (6) voucher (1).pdf
3497K

ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM

Use this form to enroll in Direct Deposit of your federal payment from the General Services Administration

Privacy Act Statement Collection of this information is authorized by 31 U.S.C. 3332(g), 3325(d) and 7701(c). The information will be used by the Government to make payments by EFT to a vendor. This information may also be used for income reporting and for collecting and reporting on any delinquent amounts arising out of a vendor's relationship with the Government. Disclosure of the information by the vendor is mandatory. Failure to provide the requested information may result in the delay or withholding of payment to the vendor.

Last Name (b) (6)	First Name (b) (6)	M.I. (b) (6)	Social Security Number (SSN) (b) (6)	
Home Address (b) (6)		City (b) (6)	State (b) (6)	ZIP (b) (6)

Financial Institution Name (b) (6)	Financial Institution Routing Transit Number (RTN) 9 digits (b) (6)
Depositor Account Number (b) (6)	Account Type <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings
Payee Email (b) (6)	Work Phone (b) (6)

Return to Heartland Finance Center, Financial Operations and Disbursement Division

Fax to: 816-823-5415

Finance Helpdesk Phone Number 816-926-7287 or 1-800-676-3690, option 3



U.S. General Services Administration

April 22, 2021

Mr. William B. Harrison
1100 S. Ocean Blvd.
Palm Beach, FL 33480

Dear Mr. Harrison,

The General Services Administration (GSA) has reviewed the request for direct payment to a transition team employee for previously incurred hotel and meals and incidentals costs. GSA has reviewed the OF-1012 paper voucher as well as the receipts associated with all expenses over \$75.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is \$2,369.52. Documentation supporting this calculation is attached.

I have verified that you are a designee of the Donald J. Trump Transition Team for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment to (b) (6) in this amount for processing.

Thank you,

**KATHLEEN
GEISLER**
Digitally signed by KATHLEEN GEISLER
DN: cn=KATHLEEN GEISLER, o=U.S. Government, ou=General
Services Administration, cn=KATHLEEN GEISLER
+ CID.0.9.2342.19200301.100.1.1+47001000021291
Reason: I am the author of this document
Location: your signing location here
Date: 2021.04.22 15:37:37-0400
Foxit PhantomPDF Version: 10.1.3

Kathy Geisler
Director
Outgoing Transition

1800 F Street, NW
Washington DC 20405-0002
www.gsa.gov

TRAVELER'S LAST NAME
(b) (6)

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)
Column (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost.
(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
(i) Complete for per diem and actual expense travel.
(j) Show total subsistence expense incurred for actual expense travel.
(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from column (j) or maximum rate.
(n) Show expenses, such as taxilimousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete only for actual expense travel

Column (c): If the voucher includes per diem allowances for members of employee's immediate family, show member's names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization).

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: \$ NUMBER OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
			MEALS		MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)						
			BREAKFAST (d)	LUNCH (e)				DINNER (f)	TOTAL (g)				
6 MARCH		NEW YORK CITY, NY											
7 MARCH		WEST 57TH ST. HICTON					898.68						
7 MARCH		HOTEL PARKING								100.00			
16 MARCH		HERTZ RENTAL CAR								1329.15			
9 MARCH		UBER PBI to HOME								9.51			
6 MARCH		UBER HOME TO PBI								46.35			
9 MARCH		TOLL											
6 MARCH		M&IE (75%)								\$57			
7 MARCH		M&IE								\$76			
8 MARCH		M&IE								\$70			
9 MARCH		M&IE (75%)								\$57			
									TOTALS				

If additional space is required, continue on another Optional Form 1012 BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter the total of columns (j), (m), and (n) below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED **\$ 2661.36**




Unit: (1106) - Folio: (20538982)

Name: (b) (6)
 Address: (b) (6)
 E-mail: (b) (6)

HAVE A QUESTION?

Hilton Grand Vacations is here to help you make the most out of your vacation! Call 1-866-843-4482

Resort: WEST 57TH STREET HILTON CLUB
 Address: 102 W. 57TH ST, NEW YORK, NY 10019
 Tel: 212-379-0103

Date	Doc #	Description	Source	Bill To	Credit	Charge
03/06/2021	NGTAUD	UNIT TAX FLAT STUDIO	82/1106			2.00
03/06/2021	NGTAUD	TAX-JAVITS FLAT TAX	82/1106			1.50
03/06/2021	NGTAUD	HGVC RENTAL WEST 57TH	82/1106			258.00
03/06/2021	NGTAUD	ROOM TAX ROOM TAX	82/1106			38.06
03/07/2021	NGTAUD	UNIT TAX FLAT STUDIO	82/1106			2.00
03/07/2021	NGTAUD	TAX-JAVITS FLAT TAX	82/1106			1.50
03/07/2021	NGTAUD	HGVC RENTAL WEST 57TH	82/1106			258.00
03/07/2021	NGTAUD	ROOM TAX ROOM TAX	82/1106			38.06
03/08/2021	NGTAUD	UNIT TAX FLAT STUDIO	82/1106			2.00
03/08/2021	NGTAUD	TAX-JAVITS FLAT TAX	82/1106			1.50
03/08/2021	NGTAUD	HGVC RENTAL WEST 57TH	82/1106			258.00
03/08/2021	NGTAUD	ROOM TAX ROOM TAX	82/1106			38.06
03/09/2021	819662	** (b) (6)	82/1106		898.68	
TAX INCLUDED					FOLIO BALANCE	0.00

Thank you for choosing Hilton Grand Vacations



(b) (6)

INITIAL CHARGES

RENT RT	\$ 185.00	/ DAY	@ 4	/ DAYS	\$ 740.00
GOVT ADMIN RATE SUPP			4 @ \$	5.00 / DAY	\$ 20.00
VEHICLE UPGRADE			\$ 55 / DY	41.25 / HR	\$ 220.00
SUBTOTAL					\$ 980.00

CHARGES ADDED DURING RENTAL

LDW	INCLUDED IN	CRL	RATE
LIS	DECLINED		
PAI, PEC	DECLINED		
PREM RD SVC	DECLINED		

* ADDITIONAL CHARGES

SERVICE CHARGES/TAXES

CONCESSION FEE RECOVERY		12.00 %	\$ 117.60
CRSF			\$ 2.00
TAX	20.875 % ON TAXABLE TTL OF \$	1099.60	\$ 229.55
TOTAL AMOUNT DUE			\$ 1329.15

CHARGED ON AMX XXXXXXXXXXXX1007

**FOR EXPLANATION OF THE ABOVE CHARGES,
PLEASE ASK A REPRESENTATIVE OR GO TO
WWW.HERTZ.COM/CHARGEEXPLAINED**

VEHICLE: 01698 / 1224013 20 SIRSUBURBAN4X4N
 LICENSE: TX MHF2167
 FUEL: FULL 8/8 OUT 8/8 IN
 MILEAGE IN: 41740 TR-X MILES:
 MILEAGE OUT: 41528 MILES ALLOWED:
 MILES DRIVEN: 212 MILES CHARGED:
 CDP: 1986437 - ETS CONCUR

RENTED: LA GUARDIA AP NY
 RENTAL: 03 /06 /21 13 52
 RETURN: 03 /09 /21 16 49
 RETURNED: LA GUARDIA AP NY
 COMPLETED BY: 6657 / NYLGA10

PLAN IN: CRL RATE CLASS: L4
 PLAN OUT: CRL

www.Hertz.com

Finance adjustment for upgrade
 Vehicle upgrade: -\$220.00
 Concession fee recovery (\$220.00 x 12%): -\$26.40
 Tax (\$220.00 + \$26.40 x 20.875%): -\$51.44
 Total adjustment: -\$297.84



01 MR

RR
RES

832132162
J6920060733

*** A MESSAGE FROM HERTZ ***

Enjoy Sirius Satellite Radio on your
next rental! To learn more, visit:
hertz.com.

****WE LOOK FORWARD TO YOUR NEXT VISIT!****

RES: ID - J6920060733 PLAN - CRL CLASS - T6
PREPARED BY: 6657 / NYLGA10 PRINTED: 03 / 09 / 21 16 50

SP Plus Corporation
101 West 56th Street
New York, NY 10019
(212) 245-0930
DCA License 2021178

(b) (6)

(b) (6)

CARD# (b) (6)

ENTRY:

DATE 03-07-2021
TIME 06:18:22 PM

AMT	\$	84.48
TAX	\$	15.52
SALE	\$	100.00

APPROVED 847046

PARKING

TICKET# 835503

Customer's Copy



Tuesday, March 30, 2021

To Whom It May Concern,

The Office of President Donald J. Trump is requesting direct payment to a transition team employee, (b) (6). The Electronic Funds Transfer form for the employee is attached.

The request for direct payment is for previously incurred travel expenses.

A completed voucher is attached using the form OF-1012.

We understand that GSA will not reimburse the 501(c)(4) or Limited Liability Corporation (LLC) for any expenses in excess of the allowable per diem amount, including any adjustments to the allowable per diem for the first and last day of the trip.

As a designee of the Office of President Donald J. Trump for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Outgoing President, I authorize this direct payment.

We request that GSA provide the amount of the allowable direct payment for our records.

Sincerely,

(b) (6)

Beau Harrison
Office of Donald J. Trump

OFFICIAL TRAVEL AUTHORIZATION
(Note: See Privacy Act Statement on reverse)

1. AUTHORIZATION NUMBER
PT030521 (b) (6)

2. TRAVELER (first name, middle initial, last name)
(b) (6)

3. TITLE

4. PEGASYS VENDOR CODE

5. CURRENT RESIDENCE ADDRESS

6A. OFFICE/SERVICE AND DIVISION

6B. CORRESPONDENCE SYMBOL

7. OFFICIAL DUTY STATION (City, State)

8. CONTACT TELEPHONE NUMBER

9. TYPE
 ORIGINAL AMENDMENT

10. PEGASYS DOCUMENT NUMBER (If Applicable)

11. TRAVEL PURPOSE (Check only one) Conference - Other than Training Training Mission (Operational) Special Agency Mission
 Employee Emergency Relocation Educational Travel Tour Renewal

12. BRIEF DESCRIPTION OF REASON FOR TRAVEL
OUTGOING PTT MISSION TRAVEL

13. TRANSPORTATION AUTHORIZED (check all that apply)

Air Rail Bus Rental Car Government Owned Vehicle (GOV) Taxi Other (Specify)

Personally Owned Vehicle (POV) Advantageous to the Government
 For personal convenience. Mileage and per diem limited to constructive cost of common carrier (air/rail).

Rate per mile \$ <https://www.gsa.gov/mileage>

14. AUTHORIZED OFFICIAL ITINERARY

NOTE: DO NOT include any personal/leisure travel. See Item 15.

DATE (MM/DD/YYYY) (a)	ITINERARY POINT (b)		PER DIEM RATE		TOTAL (e)	ACTUAL EXPENSE RATE (f)
	CITY	STATE	MAXIMUM LODGING (c)	MEAL & INCIDENTAL EXPENSES (M&E) RATE (d)		
	FROM: PALM BEACH	FL				
03/06/2021	TO: NEW YORK CITY	NY	258.00	76.00	334.00	
03/10/2021	TO: PALM BEACH	FL				
	TO:					

15. IS TRAVELER MAKING ANY DEVIATIONS FROM OFFICIAL ITINERARY FOR PERSONAL CONVENIENCE, (e.g. TAKING OF LEAVE, OR USING A MODE OF TRANSPORTATION NOT ADVANTAGEOUS?) (If "Yes", explain in Item 22) (Note: deviations from the official itinerary requires a comparative cost statement on the travel voucher) YES NO

16. IF AIR TRANSPORTATION IS AUTHORIZED, IS THE LOWEST PRICED CONTRACT CARRIER BEING USED BETWEEN ITINERARY LOCATIONS? (If "No", justify in Item 22) YES NO

17. IS OTHER-THAN-COACH (first, business) OR ACELA AUTHORIZED? (If "Yes", justify in Item 22) YES NO

18. IS ACTUAL EXPENSE (not to exceed 300% per diem) AUTHORIZED? (If "Yes", justify in Item 22) YES NO

19. DOES TRAVELER HAVE A GOVERNMENT TRAVEL CHARGE CARD? (If "No", justify in Item 22) YES NO

20. ESTIMATED COST AIR/RAIL \$ 380.26 PER DIEM \$ 1,374.00 OTHER \$ 740.00 TOTAL \$ 2,494.26

21. TRAVEL ADVANCE OBTAINED BY: ATM/TRAVEL CARD STANDARD FORM (SF) 1038, ADVANCE OF FUNDS APPLICATION AND ACCOUNT AMOUNT AUTHORIZED \$

22. REMARKS/JUSTIFICATIONS
The traveler does not have a travel card because they are temporary employees with the Presidential Transition.

23. Pegasys ACCOUNT CLASS (Fields marked with "*" are required)

BEG N-NG BUDGET FISCAL YEAR (BBFY)*	END NG BUDGET FISCAL YEAR (EBFY)	FUND*	REGION*	PROGRAM*	ORGANIZATION CODE*	ACTIVITY*	SUB-OBJECT CLASS*	PROJECT CODE	BUILDING NUMBER	WORK ITEM	SYSTEM	AGREEMENT NUMBER	AGREEMENT LINE NUMBER	CONTRACT NUMBER
2021	2021	108	00	GT 20	S00U0100	GT000	D01							

24A. TRAVELER/ARRANGER SIGNATURE
KAITLYN SCHNEIDER

24B. DATE
3/10/2021

25A. AUTHORIZING OFFICIAL SIGNATURE
KATHLEEN GEISLER

25B. DATE
3/10/2021

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in United States Code (USC) 5 USC 5701-5733, particularly sections 5721-5733, 30 USC 905 and Executive Order 9397. Disclosure of the data by you is voluntary. The principal purpose for collecting the data is to determine the amount to reimburse an employee for expenses incurred in connection with temporary duty travel. Information may be transferred to appropriate Federal, State, local or foreign agencies when relevant to civil, criminal or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we shall not be able to reimburse you for your expenses.

INSTRUCTIONS FOR PREPARATION OF GSA 87 OFFICIAL TRAVEL AUTHORIZATION

- Block 1.** Format: Region/YY/MM/DD/First three letters of traveler's last name and initial of first name. Example: Fred Smith, Region 2 begins travel on 02/18/2015. Authorization number = 02150218SMIF.
- Block 2.** Name must match traveler's ID that would be presented at the airport upon check-in.
- Block 3.** Enter traveler's job title. Example: Division Director
- Block 4.** Enter Pegasys vendor code. (*Begins with "E" and is followed by 8 or 9 digits.*) Click [here](#) for instructions on obtaining or verifying your vendor code.
- Block 5.** Enter mailing address where any reimbursement checks are to be mailed.
- Block 6a.** Enter name of traveler's office/service and division. If invitational travel enter "INVITATIONAL"
- Block 6b.** Enter traveler's correspondence symbol, if applicable.
- Block 7.** Enter city and state of traveler's official duty station location/residence.
- Block 8.** Enter contact number where traveler may be reached.
- Block 9.** Enter Pegasys document number, if applicable.
- Block 10.** Check whether this is the original authorization or an amendment to the original. Travel amendments are necessary when original travel plans change after the original GSA 87 is signed. Pen and ink changes, erasures and alterations to the original and copies of the GSA 87 are not permitted. Amendments should be issued as soon as a change in the travel plans is known. An amendment may not be used to change an employee name when the employee originally scheduled to take the trip is replaced by another employee; instead, a new set of travel orders must be prepared.
- Block 11.** Check one purpose for which travel is performed. If travel requires more than one purpose, select the one most important.
- Block 12.** Describe brief description for reason travel is required, e.g., "To attend the Association of Government Accountant's Professional Development Conference". Generalizations such as "Official Business" or similar phrases are not acceptable.
- Block 13.** Select all methods of transportation authorized. If selecting POV, select whether POV use is advantageous to the government or for personal convenience, along with authorized mileage rate.
- Block 14.** Enter authorized official itinerary in this block. The authorized itinerary starts at the traveler's official duty station (or residence), continues with all points where official business will be conducted and ends with the traveler's return to the official duty station/residence. DO NOT include personal/leisure itinerary locations. Annotate with the words "see attached itinerary" when space is insufficient and continue the itinerary on bond paper. Complete columns as follows: (a) Enter month, day and year (MM/DD/YYYY); (b) Enter city and state for each itinerary point where official business will be performed; (c) Enter daily lodging rate; (d) Enter daily M&IE rate; (e) Enter total per diem rate; (f) Enter actual expense rate. If a special rate (e.g., reduced per diem or actual expense subsistence) has been established for a particular travel assignment, explain in block 22.
- Blocks 15 thru 19.** Check "yes" or "no" and provide justification, as applicable.
- Block 20.** Enter estimated cost for air/rail, per diem (lodging and meals), other expenses and total trip.
- Block 21.** Select method on how travel advance will be obtained and enter amount authorized.
- Block 22.** Enter any remarks or required justifications.
- Block 23.** Enter the Pegasys accounting classification. Required fields are marked with "**"
- Blocks 24a and b.** The traveler or travel arranger (invitational travel only) will sign and date these blocks.
- Blocks 25a and b.** The travel authorizing official will sign and date these blocks.
- Electronic signature should be used to the maximum extent possible. Paper copies may be signed and dated when it is not possible to electronically sign the form.



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Re: Your Invoice (I210422322) from Clear Copy, Inc.

Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Thu, Apr 29, 2021 at 11:39 AM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thank you! Appreciate it

On Thu, Apr 29, 2021 at 1:40 PM Beau Harrison (b) (6) wrote:

Here's the updated version!

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Date:** Thursday, April 29, 2021 at 1:34 PM**To:** Beau Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: FW: Your Invoice (I210422322) from Clear Copy, Inc.

Hi Beau,

One more thing, for the revised quote, the State tax needs to be removed.

On Thu, Apr 29, 2021 at 12:33 PM Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> wrote:

Thanks Beau,

I need a couple of things.

I need the document to say Proposal or Quote. An invoice indicates the work has already been completed, and if the work has already been completed, this transaction would need to be a reimbursement as monies were spent prior to funding approval.

If the work has not been completed, I will need the DUNS# for this vendor. Once I receive these two things I can process the transaction.

On Thu, Apr 29, 2021 at 11:32 AM Beau Harrison (b) (6) wrote:

From: "Clear Copy, Inc." <no-reply@invoiceasap.com>
Reply-To: "clearcop@gmail.com" <clearcop@gmail.com>
Date: Thursday, April 22, 2021 at 3:39 PM
To: Beau Harrison (b) (6) [REDACTED]
Subject: Your Invoice (I210422322) from Clear Copy, Inc.

Invoice Due: \$1,616.77

[View & Pay](#)

Error! Filename not specified.

Clear Copy, Inc. **Error! Filename not specified.**

Invoice #I210422322

Due: 04/22/2021

Amount: \$1,616.77

Balance: \$1,616.77

Here is your Invoice.

Please click on the button to open the invoice.

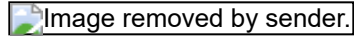
Thank you for your business!

- Clear Copy, Inc.

[View & Pay](#)

Error! Filename not specified.

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-



U.S. General Services Administration

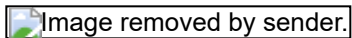
Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

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U.S. General Services Administration

Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

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U.S. General Services Administration



Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov



Estimate

Clear Copy, Inc.
 1304 N Federal Hwy
 Boynton Beach, FL 33435
 Office Phone: 5613693900
 clearcop@gmail.com

Estimate Number: E210429325
 Estimate Date: 04/29/2021
 Payment Terms: Due On Receipt
 Estimate Amount: 1,511.00

Bill To
 The Office of 45
 1100 S Ocean Blvd
 Palm Beach, FL 33480

(b) (6)

Item Name	Quantity	Taxable	Total
Books 1000 Accomplishments of President Donald J. Trump 8.5x11" Finished Size * Tabs 9"x11" 54 Pages + 20 Tabs + Cover Cover Stock: 14pt C2S; Inside Stock: 80lb. White Text; Tabs Stock: 80lb. White Cover Cover Ink: 4/0 - Full Color; Inside Ink 1/1 - Black (Two Pages Full Color 1-Side); Tabs Ink: 1/0 - Black Die Cut Tabs - 4 Banks of 5 Tab - 20 Total Tabs Collate Tabs into Book Perfect Bound	100.00		1,511.00

Comments:
 Thank you for your order! We appreciate your business!

Subtotal: \$ 1,511.00
 Estimate Amount \$ 1,511.00



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

4/11 - 4/24 Payroll Memo Due

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
To: Beau Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Mon, Apr 26, 2021 at 2:46 PM

Thank you. Have a good evening. Kathy

On Mon, Apr 26, 2021 at 5:42 PM Beau Harrison (b) (6) wrote:

Here you go – thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Monday, April 26, 2021 at 5:30 PM
To: Beau Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: 4/11 - 4/24 Payroll Memo Due

Wanted to make sure I didn't miss the email for the payroll. Was it sent? Thank you, Kathy

On Mon, Apr 26, 2021 at 11:06 AM Beau Harrison (b) (6) wrote:

Thanks Kaitlyn – will get this to you this afternoon!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Date: Monday, April 26, 2021 at 11:05 AM
To: Beau Harrison (b) (6)
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Subject: Re: 4/11 - 4/24 Payroll Memo Due

Good morning Beau,

I hope you had a great weekend!

I just wanted to remind you that your payroll memo is due by COB today.

Thank you,

Kaitlyn

Sent from my iPhone

On Apr 22, 2021, at 2:14 PM, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good afternoon Beau,

Please submit no later than COB Monday.

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



April 26, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump

Name	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Dan Scavino		(b) (6)							(b) (6)					
Molly Michael														
Nicholas Luna														
Beau Harrison														
Stephen Miller														
Hayley D'Antuono														
Marcia Kelly														
Scott Gast														
Eliza Thurston														
Desiree Thompson														
(b) (6)														
(b) (6)														
(b) (6)														
(b) (6)														



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Furniture Order

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Fri, Apr 9, 2021 at 11:24 AM

To: William Harrison (b) (6)

Cc: (b) (6), Hayley D'Antuono (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Beau --- any of these substitutes work? Kathy

----- Forwarded message -----

From: **Cheryl Williams - WPMABH** <cheryl.d.williams@gsa.gov>

Date: Fri, Apr 9, 2021 at 2:19 PM

Subject: Re: Furniture Order

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Here are a couple that are similar in material, design and pricing:



<https://www.wayfair.com/filters/furniture/sb3/bookcases-c1780385-a330~386181-a1997~4114-a4393~11708.html>



<https://www.wayfair.com/furniture/pdp/mercer41-andish-etagere-bookcase-w001177788.html>

On Fri, Apr 9, 2021 at 1:54 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:
Let me know the amount and I'll get approved by Beau.

On Fri, Apr 9, 2021 at 1:06 PM Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> wrote:
Yes, we can order from Wayfair.

I forgot I had an account with them when I used to do purchasing for the National Child Care Program.

I can send the order up.

On Fri, Apr 9, 2021 at 11:11 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:
Cheryl --- do we know if we can order from Wayfair yet?

----- Forwarded message -----

From: **Beau Harrison** (b) (6)
Date: Fri, Apr 9, 2021 at 11:08 AM
Subject: Re: Furniture Order
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Hayley D'Antuono (b) (6), (b) (6)

Do you know how long that might take? Preference is to get these ordered as soon as we can!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Friday, April 9, 2021 10:29 AM
To: Beau Harrison
Cc: Kaitlyn Schneider - QMDDD; Hayley D'Antuono; (b) (6)
Subject: Re: Furniture Order

Beau --- GSA needs to do some research when we purchase items -- if we find a similar desk and bookcase from a different vendor --- will that be a problem? Thank you, Kathy

On Thu, Apr 8, 2021 at 11:15 AM Beau Harrison (b) (6) wrote:
Following up on this! Thank you

[Get Outlook for iOS](#)

From: Beau Harrison (b) (6)
Sent: Wednesday, April 7, 2021 2:55 PM
To: Kathy Geisler - WPXP; Kaitlyn Schneider - QMDDD
Subject: Furniture Order

Hey Kathy and Kaitlyn – could we please place an order for the furniture items listed below.

Desks

Quantity: 2

Price: \$199.99

Color: White

Link: <https://www.wayfair.com/furniture/pdp/mercer41-hillegierd-desk-w004226490.html?piid=1427259490>

Bookshelf

Quantity:

Price: \$309.99

Color: Gold

Link: <https://www.wayfair.com/furniture/pdp/three-posts-otha-805-h-x-36-w-metal-etagere-bookcase-w004414229.html>

The approximated costs of \$710.00 is approved!

Thanks,

Beau Harrison

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)

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Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)

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U.S. General Services Administration

**Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)

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U.S. General Services Administration

**Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate

(b) (6) (desk)
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Furniture Order

Beau Harrison (b) (6) Wed, Apr 14, 2021 at 3:21 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Hayley D'Antuono (b) (6)
Cc: (b) (6) Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Approved! Thank you

Get [Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Sent: Wednesday, April 14, 2021 6:19:36 PM

To: Hayley D'Antuono (b) (6)

Cc: Beau Harrison (b) (6); (b) (6) (b) (6) Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Subject: Re: Furniture Order

Cheryl found the same side board for \$526.00 from a different vendor (Overstock). Please approve this amount and we will place the order.

Thank you, Kathy

On Wed, Apr 14, 2021 at 11:55 AM Hayley D'Antuono (b) (6) wrote:

To clarify, we would like to order the white cabinet.

From: Beau Harrison (b) (6)

Date: Tuesday, April 13, 2021 at 3:33 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: (b) (6) Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Hayley D'Antuono (b) (6)

Subject: RE: Furniture Order

Kathy – could we please go ahead and make this order as well?

Link: <https://www.wayfair.com/furniture/pdp/red-barrel-studio-multi-60-wide-3-drawer-sideboard-w001793161.html?piid=762647134>

Thanks,

Beau

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]
Sent: Monday, April 12, 2021 10:33 AM
To: Beau Harrison (b) (6)
Cc: (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Hayley D'Antuono (b) (6)
Subject: Re: Furniture Order

Beau --- we are ready to order. Is this amount approved?

On Fri, Apr 9, 2021 at 5:19 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau --- the total cost of the 2 desks and bookcase is \$694.97. Please approve.

Thank you, Kathy

On Fri, Apr 9, 2021 at 3:07 PM Hayley D'Antuono (b) (6) wrote:

Hi Kathy,

Could we order this one instead? <https://www.wayfair.com/furniture/pdp/mercury-row-dahill-etagere-bookcase-w001038216.html>

The office space is an unusual configuration so we are having to make all our decisions off exact dimensions. Let me know if this doesn't work and we can send something else.

Thank you for all your help with this!

Hayley

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Friday, April 9, 2021 at 2:24 PM
To: Beau Harrison (b) (6)
Cc: (b) (6); Hayley D'Antuono (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Fwd: Furniture Order

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Basic Security Charges

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Apr 13, 2021 at 3:20 PM

To: William Harrison (b) (6), Jonah Wainwright (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Beau and Jonah --

I was recently informed that the basic security charge was hitting the accounts for the Outgoing VP and POTUS for the One Potomac Yard occupancy.

I wanted to make you aware of this security charge. In accordance with the Homeland Security Act of 2002, the Department of Homeland Security (DHS) Federal Protective Service (FPS) provides security and law enforcement services to facilities under the jurisdiction, custody, or control of GSA through a Memorandum of Agreement (MOA).

Basic security charges are billed by FPS to all tenants in GSA-controlled space. The basic security charge is developed by FPS and approved by OMB.

The monthly charge is as follows:

Outgoing POTUS - \$ 3702.55

Outgoing VP - \$ 2083.79

We will include this monthly amount on your budget projections in the next weekly report.

If you have any questions, please let me know.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Outgoing Transition

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

3/28 - 4/10 Payroll Memo Due

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Mon, Apr 12, 2021 at 2:01 PM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you!

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Mon, Apr 12, 2021 at 3:56 PM Beau Harrison (b) (6) wrote:

Payroll memo attached! Thank you

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, April 8, 2021 at 11:17 AM**To:** Beau Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** 3/28 - 4/10 Payroll Memo Due

Good morning Beau,

Please submit no later than COB Monday.

Have a great day!

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)



April 12, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo:

(b) (6) (Departed 9 Apr 2021)

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Printer Toner Order

Beau Harrison (b) (6)

Wed, Apr 7, 2021 at 11:03 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

We just received the second delivery! Thank you

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]**Sent:** Wednesday, April 7, 2021 10:24 AM**To:** Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Cc:** Beau Harrison (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: Printer Toner Order

Beau --- did you receive a second package for toner?

On Wed, Apr 7, 2021 at 10:18 AM Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> wrote:

Tracking says both were delivered. It was two separate deliveries. Carrier: AMAZON

Can this be confirmed?

On Tue, Apr 6, 2021 at 3:55 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Let me have Cheryl check the order. It should have been all 4 cartridges. Kathy

Cheryl --- Beau said he only got the color cartridges. Can you check to see if the black cartridge is being sent separately? Thank you, Kathy

On Tue, Apr 6, 2021 at 3:46 PM Beau Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – were there 4 cartridges ordered? We only received the 3 color cartridges, but we need black ink!

From: Beau Harrison (b) (6)**Date:** Thursday, April 1, 2021 at 2:26 PM**To:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: Printer Toner Order

Approved! Thank you

[Get Outlook for iOS](#)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Thursday, April 1, 2021 11:08:25 AM
To: Beau Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Printer Toner Order

The total for the 4 toner cartridges is \$372.78. Please approve for our records. Thank you, Kathy

On Wed, Mar 31, 2021 at 5:33 PM Beau Harrison (b) (6) wrote:

Yes please – thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, March 31, 2021 at 4:42 PM
To: Beau Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Printer Toner Order

Do you want the same as last time -- 1 of each color? Kathy

On Wed, Mar 31, 2021 at 4:15 PM Beau Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – could we please order some additional printer toner for the HP Color Laser Jet Pro MFP M283fdw Printer?

Thanks,

Beau

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

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Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

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Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

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U.S. General Services Administration

Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

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Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Printer Paper Order

Beau Harrison (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Mon, Apr 5, 2021 at 10:43 AM

Sorry – for Florida!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Monday, April 5, 2021 at 1:43 PM
To: Beau Harrison (b) (6)
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Printer Paper Order

For Florida or Arlington?

On Mon, Apr 5, 2021 at 1:42 PM Beau Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – would it be possible to order some more printer paper as well?

1 x Box of 8.5x11 HP Printer Paper

Thanks,

Beau

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Stamps.com Labels

Beau Harrison (b) (6)

Tue, Mar 30, 2021 at 6:22 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Approved! Thank you

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From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Tuesday, March 30, 2021 7:17:19 PM**To:** Beau Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Subject:** Stamps.com Labels

Beau -- Desiree needs additional labels. She requested 5000 labels. We can purchase 3700 -- the cost is \$3337.35. Please approve this request.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

3/14 - 3/27 Payroll Memo Due

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Mon, Mar 29, 2021 at 8:59 AM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you!

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Mon, Mar 29, 2021 at 9:26 AM Beau Harrison (b) (6) wrote:

Payroll memo attached!

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, March 25, 2021 at 3:49 PM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** 3/14 - 3/27 Payroll Memo Due

Good afternoon Beau,

Please submit no later than COB Monday

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)



March 29, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

2/28 - 3/13 Payroll Memo Due

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Fri, Mar 12, 2021 at 9:46 AM

To: William Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you, Beau!

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Fri, Mar 12, 2021 at 10:38 AM William Harrison (b) (6) wrote:

Hey Kaitlyn – payroll memo attached!

Thanks,

Beau

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, March 11, 2021 at 1:06 PM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** 2/28 - 3/13 Payroll Memo Due

Good afternoon Beau,

Please submit no later than COB Monday.

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)



March 12, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo:

- Ben Williamson (28 FEB)
- Ali Pardo (28 FEB)

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

ULINe Quote

William Harrison (b) (6)

Mon, Mar 15, 2021 at 6:09 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Approved - thank you!

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From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Monday, March 15, 2021 8:09:21 AM**To:** Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Cc:** William Harrison (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Re: ULINe Quote

Beau --- do you approved the \$1995.71 for the totes and poly bags including shipping?

On Fri, Mar 12, 2021 at 10:46 AM Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> wrote:

Good morning,

The pricing to include shipping is **\$1995.71**.

On Fri, Mar 12, 2021 at 10:19 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau --- Good morning. Following up on your request for totes and poly bags. Subtotal for the totes and poly bags is \$1832. This does not include shipping fees. Please approve the amount and confirm this is correct items for purchase.

Thank you, Kathy

----- Forwarded message -----

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Date:** Fri, Mar 12, 2021 at 10:09 AM**Subject:** ULINe Quote**To:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Good morning Kathy,

Please verify that these are the items requested. I am creating the package to send up for certification:

Poly Bags:[https://www.uline.com/Product/Detail/S-2647/Flat-Poly-Bags/13-x-16-4-Mil-Industrial-Poly-Bags?
keywords=13%22x16%22+4m+Industrial+poly+bags](https://www.uline.com/Product/Detail/S-2647/Flat-Poly-Bags/13-x-16-4-Mil-Industrial-Poly-Bags?keywords=13%22x16%22+4m+Industrial+poly+bags)**Industrial Totes:**<https://www.uline.com/Product/Detail/S-23361/Totes-Plastic-Storage-Boxes/Clear-Industrial-Totes-26-x-19-x-14>The total sub-total thus far is **\$1832.00**. Shipping fees, if any, are not included in this price.

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Kathleen K. Geisler
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--

Kathleen K. Geisler
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(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Stationery Order - Pocket Cards

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Mar 16, 2021 at 1:23 PM

To: William Harrison (b) (6)

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Desiree Thompson (b) (6)

Beau --- thank you. Will move this forward to our acquisition folks or credit card holder. Kathy

On Tue, Mar 16, 2021 at 3:47 PM William Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – attached please find an additional stationery order invoice. This expense is approved.

Please let me know if you have any questions.

Thanks,

Beau

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Proposal

Number: 21-32615-03

Date: 3/16/21

Estimator: (b) (6)

To: GPO
Desiree Sayle

Artisan 2, Inc. takes pleasure in quoting on the following project for you:

Pocket cards For DJT, MT & Office of DJT

Dig print 4cp\0 D\C, DJT

Pricing: 2,000
\$(b) (4)

Add'l M's

Dig Print 4cp\0, D\C, MT

Pricing: 2,000
\$(b) (4)

Add'l M's

Dig Print 4cp\0, D\C (Office of) DJT

Pricing: 2,000
\$(b) (4)

Add'l M's

Shipping: \$0.00

Totals: \$3,897.00

Quotation Valid For 30 Days. Price Does Not Include Applicable Sales Tax.

Artisan 2, Inc. | 4313 Wheeler Avenue | Alexandria, VA 22304 | V:703-823-4636 | F: 703-751-4795

THE OFFICE OF
DONALD J. TRUMP

quantity 2,000

size 4 x 7.5

white or natural white Classic Crest stock

80 or 100 pound card stock

rounded corners have .375-inch radius

with dark blue digital print

typestyle: copperplate

with ruled lines



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

DJTCO Supply and Packing List

Desiree Thompson (b) (6) Wed, Jul 14, 2021 at 3:38 PM
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cheryl, do you know the ETA of the packing supplies? Also, the printer submitted a proposal for our final run of stationery. Let me know if you have any questions. Des

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Date: Wednesday, July 14, 2021 at 4:02 PM

To: Desiree Thompson (b) (6), Beau Harrison (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Fwd: DJTCO Supply and Packing List

Good day, please confirm box sizes. See images below:

----- Forwarded message -----

From: Desiree Thompson (b) (6)

Date: Thu, Jul 8, 2021 at 8:20 PM

Subject: DJTCO Supply and Packing List

To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Beau Harrison (b) (6)

Thank you for taking the time to go over next steps for our big move. Below are the packing supplies required and timely outstanding questions:

Bubble Wrap
Shrink Wrap for wrapping pallets
250 sheets of packing paper
12 rolls Packing Tape

15 Small Boxes - 15x12x10



30 Bankers Boxes - 16.25x12.5x10.5**30 Medium Boxes - 18x14x12****10 Large Boxes - 20x20x15****TIMELY QUESTIONS:**

1. Status of retaining Autopen Machine
2. 4 Additional Laptops for volunteers. Can I continue to use the laptops we have on hand for work continuity?
3. Desktop COLOR Printer
4. Copier/Scanner/Printer
5. How do we continue using Stamps.com after the 21st? Do I contact Cheryl to replenish or are we on our own?
6. Can we continue to use our UPS account with the discount?

Thank you again, for your help over the last 6 months. It has been a true pleasure to work with each of you!

Des

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

[Quoted text hidden]