Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

| Item | Summary |
|---|---|
| **SAM Cover** | **Update Cover,** updates cover information on SAM Unit |
| **SAM Revision Log** | **Revised Log,** revises old OIS-SAM 200 form with OSP 120 form |
| **Foreword** | **Update Foreword,** revises SAM Unit contact numbers and e-mail and DGS Interim Director |
| **SAM-TOC** | **SAM-Table of Contents,** reflects Dept. of Finance (DOF) as assuming responsibility for statewide Information Technology section 4800 |
| **Subject Index** | **Update Index,** update various subject index pages |
| **Chapters 0001-0030** | **Introduction,** updates Sections 0001-0030 regarding SAM publications and contacts. |
| **1600-1695** | **Records Management,** updates contact information and Integrated Document Management (IDM) sections |
| **3800** | **GSTM 9444 form,** Tonnage Distribution Report, STD. GSTM 9444 has been deleted from SAM section 3800 and all references on 3800 Index, page 3800 (Cont. 1) |
| **4800 index-5180 & 6700-6780** | **Information Technology (DOF),** Rewritten to identify the Department of Finance (DOF) to assume responsibility for Statewide Information Technology (IT) policies and procedures |
| **7400-7590** | **Classification of Funds rewrite,** Chapters revised for clarity by rewriting or deleting sections with outdated or unnecessary language and information |
| **8010-8014** | **Cash,** update Cash Management Improvement Act terminology and capitalization correction.. Update dollar threshold for DOF notification |
| **8099** | **Cash,** Delete section 8032.5 referenced because it doesn't apply to topic |
| **8474.3** | **Disbursements,** Penalty Calculation, Updates procedures regarding late payment penalties. 8474.3 illustration, sample calculations provides scenarios for calculating late payment penalties |
| **8776.6 Illustration** | SAM Revision #378 included a revision to SAM Section 8776.6, Nonemployees Accounts Receivable. The 8776.6 Illustration was deleted since the form is no longer required. However, the revision sequence instructions of the revision summary did not instruct departments to remove the illustration. Therefore, we are requesting the removal in this Revision. |

## REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

| Remove Page(s) | Consecutive No. of Sheets | Insert Page(s) | Consecutive No. of Sheets |
|---|---|---|---|
| SAM Cover | 1 | SAME | 1 |
| SAM Revision Log | 1 | SAME | 1 |
| Foreword | 1 | SAME | 1 |
| SAM-TOC Page 1&2 | 1 | SAME | 1 |
| Subject Index Pages 1-19 | 10 | SAME | 10 |
| Index 0001-page 0030 (Cont. 4) | 5 | SAME | 5 |
| 1600 Index-1695 | 4 | SAME | 4 |
| 3800 Index | 1 | SAME | 1 |
| (3800) A-9 | 1 | None | 0 |
| 4800 index-5180 | 69 | 4800 Index-5180 | 32 |
| 6680-6780 | 2 | 6680-6780 | 3 |
| 7400 index-7590 | 3 | 7400 index-7463 | 3 |
| 8010-8013 (Cont. 1) | 1 | SAME | 1 |
| 8099 | 1 | SAME | 1 |
| 8474.2 (Cont. 1) – 8474.3 Illustration 2 | 4 | 8474.2 (Cont. 1) – 8474.3 Illustration 2 | 3 |
| 8776.6 Illustration | 1 | None | 0 |