



# M E M O R A N D U M

**Date:** June 11, 2002

**To:** Annette Porini, Chief Deputy Director  
Department of Finance  
915 L Street, 8<sup>th</sup> Floor  
Sacramento, CA 95814

**From:** Clothilde V. Hewlett, Interim Director  
Department of General Services  
Executive Office  
707 Third Street, 8<sup>th</sup> Floor  
West Sacramento, CA 95605

**Subject:** **REQUEST FOR ISSUANCE OF ADDENDUM #1 TO MANAGEMENT MEMO 02-12**

Pursuant to Executive Order D-55-02, the Department of General Services respectfully requests approval from the Department of Finance for publication and release of Management Memo 02-12, Addendum #1.

The Management Memo, Addendum #1, including the accompanying attachments, will serve to clarify signature authority for all orders issued between \$100,000 and \$500,000, namely that Agency Secretary approval will be required. Addendum #1 will further include the modified version of SAM 1233 as per the discussion held today.

Attached is a copy of the Management Memo, Addendum #1 and the accompanying attachments. If you have any questions regarding this request, please contact Ralph Chandler, Deputy Director, Procurement Division, at (916) 375-4420.

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Permission to release Management Memo 02-12, Addendum #1 and accompanying attachments is:

\_\_\_ Approved

\_\_\_ Disapproved

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Annette L. Porini, Chief Deputy Director  
Department of Finance

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Date