M E M O R A N D U M

Date: October 30, 2013

To: Jeff Walker
Department of State Publishing, OSP

From: **Department of General Services**
State Administrative Manual (SAM) Unit

Subject: **REVIEW OF PROPOSED SAM REVISION #424 FOR DECEMBER 2013**

SAM Chapter 1700 is scheduled for publication in the upcoming SAM revision package #424 for December 2013.

Please review the attached SAM pages to insure that this revision is correctly incorporated into SAM.

Indicate approval by inserting your signature below and returning this memorandum electronically no later than Tuesday, Nov. 19, 2013.

If you have any questions or concerns, please contact me at 916-376-1862. Thank you for your cooperation.

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APPROVAL SIGNATURE 11/21/13 **DATE**

Attachments: