

## SAM—INTRODUCTION

### MANAGEMENT MEMOS (Revised 09/02)

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The Governor's Office, Department of Finance, Department of General Services, and the Department of Personnel Administration issue SAM Management Memos to disseminate information directly related to SAM requiring immediate attention. A Management Memo is signed by the issuing departmental director. Generally, Management Memos expire within 12 months from the issue date. Management Memos are distributed to SAM subscribers and departmental headquarters offices. Active Management Memos may be accessed on the Internet at: <http://www.dgs.ca.gov>.

A department which wants to develop a Management Memo should contact the SAM Unit to ensure that the Management Memo process is the appropriate communications vehicle. The SAM Unit can consult in the Management Memo process and alternative processes.