



**M E M O R A N D U M**

**Date:** October 4, 2013  
**To:** Danelle Hamilton  
**Office 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 section 2800** 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 Friday, November 15, 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**

10/8/13

**DATE**

Attachments: