DGS
GENERAL SERVICES

MEMORANDUM

Date: November 13, 2013

To: Theresa McKinney
Department of Finance, DOF

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

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

SAM sections 8002.1, 8776.6, and 10507 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.

Isaac Clark III
SAM Consultant
SAM Unit
Isaac.clark@dgs.ca.gov

Theresa McKinney
APPROVAL SIGNATURE

11/13/13
DATE

Attachments: