DGS
GENERAL SERVICES

MEMORANDUM

Date: November 7, 2013

To: Winnie Leung
Finance, DOF

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

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

SAM section 8471-8471.3 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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SAM Unit
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Winnie Leung
APPROVAL SIGNATURE

11/7/13
DATE

Attachments: