DGS
GENERAL SERVICES

MEMORANDUM

Date: February 14, 2014

To: Isabel Cortez Raj
Office of Risk & Insurance Management, (ORIM)

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

Subject: **REVIEW OF PROPOSED SAM REVISION #425 FOR MARCH 2014**

SAM section 752 is scheduled for publication in the upcoming SAM revision package #425 for March 2014.

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, February 14, 2014.

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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Isabel Cortez Raj
APPROVAL SIGNATURE

2/14/14
DATE

Attachments: