



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

---

**Date:** February 20, 2014  
**To:** Cindy Fung  
**Finance, FSCU**  
**From:** Department of General Services  
**State Administrative Manual (SAM) Unit**  
**Subject:** REVIEW OF PROPOSED SAM REVISION #425 FOR MARCH 2014

**SAM section 7951** is scheduled for publication in the upcoming SAM revision package #425 for March 2014.

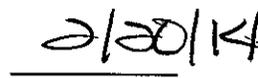
Please review the attached SAM pages to insure that this revision is correctly incorporated into SAM.

*Indicate approval by inserting your signature below and returning this memorandum electronically no later than Thursday, February 20, 2014.*

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](mailto:Isaac.clark@dgs.ca.gov)

  
\_\_\_\_\_  
APPROVAL SIGNATURE

  
\_\_\_\_\_  
DATE

Attachments: