DGS
GENERAL SERVICES

MEMORANDUM

Date: February 18, 2014

To: Susan Hansen
Finance, FSCU

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

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

SAM section 8453 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 Tuesday, February 18, 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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S. Hansen
APPROVAL SIGNATURE

2-18-14
DATE

Attachments: