



# M E M O R A N D U M

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**Date:** April 4, 2014  
**To:** Manveer Bola  
**California Department of Technology (CalTech)**  
**From:** Department of General Services  
**State Administrative Manual (SAM) Unit**  
**Subject:** REVIEW OF PROPOSED SAM REVISION #426 FOR JUNE 2014

**SAM Chapter 5300** is scheduled for publication in the upcoming SAM revision package #426 for June 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, April 11, 2014.*

If you have any questions or concerns, please contact me at 916-376-1862. Thank you for your cooperation.

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**APPROVAL SIGNATURE**

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**DATE**

Attachments: