



M E M O R A N D U M

Date: November 25, 2013
To: Karen Bianchini
Office of Risk and Insurance Management (ORIM)
From: Department of General Services
State Administrative Manual (SAM) Unit
Subject: REVIEW OF PROPOSED SAM REVISION #425 FOR MARCH 2014

SAM Chapter 2400 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.

Isaac Clark III
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SAM Unit
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APPROVAL SIGNATURE

DATE

Attachments: