



# M E M O R A N D U M

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**Date:** January 16, 2014  
**To:** Steve Paul  
**Department of General Services, Procurement Division (PD)**  
**From:** Department of General Services  
**State Administrative Manual (SAM) Unit**  
**Subject:** REVIEW OF PROPOSED SAM REVISION #425 for MARCH 2014

**SAM sections 3520-3522** 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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**APPROVAL SIGNATURE**

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**DATE**

Attachments: