



M E M O R A N D U M

Date: November 7, 2013
To: Winnie Leung
Finance, DOF
From: Department of General Services
State Administrative Manual (SAM) Unit
Subject: REVIEW OF PROPOSED SAM REVISION #424 FOR DECEMBER 2013

SAM section 8471-8471.3 is scheduled for publication in the upcoming SAM revision package #424 for December 2013.

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, November 15, 2013.

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

APPROVAL SIGNATURE

DATE

Attachments: