



# MEMORANDUM

---

**Date:** August 20, 2014

**To:** Alicia Yu  
**Department of Finance**  
**Fiscal Systems & Consulting Unit, FSCU**

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

**Subject:** REVIEW OF PROPOSED SAM REVISION #427

**SAM sections 7670, 8422.3-8422.4** is scheduled for publication in the upcoming SAM revision package #427.

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, August 22, 2014.*

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

A handwritten signature in blue ink that reads 'Isaac Clark III'.

Isaac Clark III  
SAM Coordinator  
SAM Unit  
[Isaac.clark@dgs.ca.gov](mailto:Isaac.clark@dgs.ca.gov)

---

**APPROVAL SIGNATURE**

---

**DATE**

Attachments: