



MEMORANDUM

Date:

To: State Administrative Manual Holders

From: Department of General Services
Executive Office

Subject: STATE ADMINISTRATIVE MANUAL (SAM) REVISION PACKAGE #387

This SAM revision package contains revisions resulting from statutory requirements and program policies. It additionally provides replacement pages for minor format changes.

For questions regarding SAM content, see SAM Section 0030 for the telephone number of the appropriate contact. Section 0030 also lists program publications and Internet addresses. Note that many of the detailed procedures formerly contained in SAM are now available in program manuals, guidebooks, handbooks, etc., some of which are available on the Internet.

Please direct any other comments to Joseph F. Guevara, SAM Consultant, Administrative Unit, at (916) 327-8908, CALNET 467-8908. You can also forward comments through the Internet at: <http://www.osp.dgs.ca.gov/Feedback/Default.htm>

A handwritten signature in black ink, appearing to read 'Ron Joseph', with a long horizontal flourish extending to the right.

Ron Joseph
Director

RJ:jfg