

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

<u>Item</u>	<u>Summary</u>
Table of Contents	<u>Update TOC</u> , page 1 section 2100 name change.
Subject Index	<u>Update Index</u> , update various subject index pages.
Chapter 0030	<u>SAM Publications and Contacts</u> , update various names, numbers, and addresses.
Section 2100	<u>Office Equipment Repair</u> , rewritten to correct organizational information, establish new name (part of office re-invention), update contact information, streamline text (from 3 pages to 2 pages), and communicate web address.
Section 8002	<u>Accounts Outside of the Centralized State Treasury System</u> , added credit unions as possible depository for accounts outside the centralized State Treasury System. Clarify and update information and references.
Section 8030	<u>Deposits – Introductions</u> , explained the roles of the State Treasurer and the State Controller in the deposit process.
Section 8031	<u>Approved Depositories</u> , added Bank Of The West (formerly United California Bank) as an approved depository. Removed ambiguous language and updated entire section.
Section 8032.1	<u>When To Deposit</u> , minor language changes.
Section 8033.2	<u>Completing The Report of Deposit form</u> , updated Report of Deposit form preparation procedures. Clarify agency responsibilities for the completion and distribution of the Report of Deposit form.
8033.2 Illustration	<u>8033.2 Illustration</u> , add page title to illustration page.
Section 8460	<u>Agency Estimate of Office Machine Repair Service Required</u> , this section is obsolete and has not been enforced for the last 13 years. Delete from page.
Sections 8572-8572.5	<u>Withholding and Reporting Requirements for Taxable Fringe Benefits and Employee Business Expenses</u> , update the cross-references to the SCO Payroll Procedures Manual, add State income tax percentage for bonuses and delete obsolete federal income tax percentages.
Section 8740	<u>Billing for Services of Employees Paid on Monthly Basis</u> , revise the State contribution percentages for staff benefits and the formula for calculating the hourly and daily billing rate.

REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

<u>Remove Page(s)</u>	<u>Consecutive No. of Sheets</u>	<u>Insert Page(s)</u>	<u>Consecutive No. of Sheets</u>
SAM-TOC Page 1&2	1	SAME	1
Subject Index Pages 1-19	10	SAME	10
Pages 0030-0030 (Cont. 4)	3	SAME	3
Section 2100 Index & 2100 AT-2	3	2100 Index & 2120	2
Page 8002	1	SAME	1
Page 8030	1	SAME	1
Pages 8033.1 (Cont. 2) through 8033.3	3	Pages 8033.1 (Cont. 2) through 8033.3	3
8033.2 Illustration	1	Insert immediately after page 8033.2 (Cont. 2)	1
Page 8454-8471.13	1	SAME	1
Pages 8537 through 8572.5	2	SAME	2
Page 8740	1	SAME	1