

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.

ITEM	SUMMARY
Subject Index	<u>Page 19 Subject Index</u> , update Warrants section to comply with sections name and number changes.
Appendix 3100 AT-1,	<u>Appendix 3100 AT-1</u> , update complete Depository Libraries addresses.
Section 3514	<u>Financial Profile Reports</u> , update address change and Procurement name.
Section 3515	<u>Manufacturers' Warranties</u> , update Procurement name.
Section 3520	<u>Disposal of Surplus Personal Property</u> , management memo 95-22 changed the dollar amount from \$500 to \$5,000 and SAM 8602 was revised to reflect this change. Section 3520 now reflects this change as well.
4800 Index	<u>Section 4842.11</u> , delete 4842.11
Section 4840.1	<u>Purpose</u> , change item #3 for clarity.
Section 4841.9	<u>Access to Information by the California State Auditor</u> , corrected spelling error.
Section 4842.1	<u>Risk Analysis</u> , change included contents from previous SAM Section 4842.11 for clarity. Delete reference to 4842.11
Section 4842.11	<u>Identification of Critical Applications</u> , delete 4842.11 and move content into SAM Section 4841.1 for clarity.
Section 4845	<u>IT Security Reporting Requirements</u> , change inserted space in item #1 for readability purposes. Added content to item #2a sub 1, and #2b sub 5 for clarity.
Section 4989.1	<u>Definition of Workgroup Computing</u> , removed reference to SAM Section 4842.11. See SAM Section 4842.11 above.
5200 Index	<u>Section 5215</u> , change name from “ Pilot Alternative Acquisition Techniques ” to “ Alternative Procurements ”.
Section 5215	<u>Pilot Alternative Acquisition Techniques</u> , change name to “ Alternative Procurements ”, section updated for language clarity and to bring current information forward.
8000 Index	<u>8000 Index (Cont. 1)</u> , section 8042 name changed to “ Uncashed or Unclaimed Agency Checks ”. Section 8044 name changed to “ Lost or Destroyed Agency Checks ”.
Section 8042	<u>Uncashed or Unclaimed Office Revolving Fund and Agency Checks</u> , name changed to “ Uncashed or Unclaimed Agency Checks ”. Updated procedures for stale dated checks.
Section 8044	<u>Lost or Destroyed State-Issued Checks</u> , name changed to “ Lost or Destroyed Agency Checks ”. Updates procedures for lost or destroyed agency checks.
Section 8045	<u>Stop Payments</u> , deletes references to checks issued prior to January 1, 1998.

ITEM	SUMMARY
8200 Index	<u>Section 8281</u> , name changed from Cancelled Warrants ” to “State Controller’s Warrants” .
Section 8281	State Controller’s Warrants , updates procedures for State Controller’s warrants that have remained uncashed or unclaimed for one year.
Section 8283	<u>Miscellaneous Unclaimed Trust Deposits</u> , updates procedures for minor language changes.
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.
18000 Index	<u>Sections 18424 and 18424.7</u> , section 18424 name changed from “Unclaimed Trust Moneys” to “Unclaimed Trust Accounts” . Section 18424.7 name changed from “Reversions of Unclaimed Trust Moneys” to “Reversion of Unclaimed Money”
Section 18420	<u>Special Deposit Fund Accounts</u> , revises departments’ requirements for submitting request to establish or amend Special Deposit Fund accounts.
Section 18424	<u>Unclaimed Trust Moneys</u> , renamed to “Unclaimed Trust Accounts” . Deletes obsolete information.
Section 18424.1	<u>Uncashed or Unclaimed Warrants and Checks</u> , updates references to SAM sections.
Section 18424.2	<u>Uncashed or Unclaimed Agency Trust Fund Checks</u> , deletes references to checks issued prior to January 1, 1998.
Section 18424.7	<u>Reversion of Unclaimed Trust Moneys</u> , name changed to “Reversion of Unclaimed Money” . Updates procedures for reversion of unclaimed money.
Section 18426	<u>Special Deposit Fund Account-Other Than Unclaimed Trust Accounts</u> , updates procedures for establishing Special Deposit Fund accounts.

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>
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Appendix (3100) AT-1	1	SAME	1
Page 3510.3 through 3520.5	2	SAME	2
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Pages 4841.5 (Cont. 1) through 4846	4	SAME	4
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Page 8240	1	SAME	1
Page 8740	1	SAME	1
18000 Index	1	SAME	1
Pages 18420 through 18424.7	2	SAME	2