

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.

NOTE: SAM is currently being reviewed and revised from the front to the back. We realize this will take a few years but with patience and fortitude it will happen. Therefore, you will see SAM Sections marked as “Reviewed” and the reviewed date in the “Revised” sections of SAM. Example: (Reviewed 9/04)

ITEM	SUMMARY
<b>SUBJECT INDEX</b>	<b><u>Subject Index</u></b> , Pages 5-10 and 13-14, added Authorization of Agreements Sections 1208, 3507, & 5205.3
<b>Section 0721 (Revised)</b>	<b><u>Short-Term Travel</u></b> , Correct In-State lodging/In-State meal allowances
<b>Section 0731 (Revised)</b>	<b><u>Travel Expenses Outside Working Hours</u></b> , Complete re-write.
<b>Section 1208 (Revised)</b>	<b><u>Authorization of Agreements</u></b> , Establish parallel policy on goods, and IT goods and service, which was not previously addressed in SAM.
<b>3500-3700 INDEX</b>	<b><u>3500-3700Index</u></b> , Add 3507 Authorization of Agreements, delete Sections 3679.1 Procedure for Lease of Office Copiers and 3679.3 Procedure for Copier Acquisition Workload – Categories 1-6.
<b>Section 3507 (New)</b>	<b><u>Authorization of Agreements</u></b> , Establish parallel policy on goods, and IT goods and service, which was not previously addressed in SAM.
<b>Sections 3679.1 and 3679.3 (Deleted)</b>	<b><u>Procedure for Lease of Office Copiers &amp; Procedure for Copier Acquisition Workload – Categories 1-6</u></b> , Were deleted when earlier this year Section 3679 was deleted, it made these sections no longer applicable.
<b>5200 INDEX</b>	<b><u>5200 Index</u></b> , Add Section 5205.3 Authorization of Agreements.
<b>Section 5205.3 (New)</b>	<b><u>Authorization of Agreements</u></b> , Establish parallel policy on goods, and IT goods and service, which was not previously addressed in SAM.

**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.

<b><u>Remove Page (s)</u></b>	<b><u>Consecutive Number of Sheets</u></b>	<b><u>Insert Page (s)</u></b>	<b><u>Consecutive Number of Sheets</u></b>
<b>SUBJECT INDEX Pages 5 through 10 and 13-14</b>	<b>4</b>	<b>SAME</b>	<b>4</b>
<b>0715 (Cont. 1) through 0741</b>	<b>3</b>	<b>SAME</b>	<b>3</b>
<b>1200</b>	<b>1</b>	<b>SAME</b>	<b>1</b>
<b>3500-3700 INDEX through 3500-3700 INDEX (Cont. 3)</b>	<b>2</b>	<b>SAME</b>	<b>2</b>
<b>3505</b>	<b>1</b>	<b>SAME</b>	<b>1</b>
<b>3676 through 3680 (Cont. 1)</b>	<b>3</b>	<b>3676 through 3680 (Cont. 1)</b>	<b>2</b>
<b>5200 Index</b>	<b>1</b>	<b>SAME</b>	<b>1</b>
<b>Add (New) Section 5205.3</b>	<b>1</b>	<b>Add page between 5205.1 (Cont. 1) and 5206</b>	<b>1</b>