

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>Table of Contents</b>	<b>Page 2 Table of Contents</b> , add new chapters; 3400 <b>Financed Acquisitions</b> and 5900 <b>Disposal of IT Equipment</b> .
<b>Subject Index</b>	<b>SAM Subject Index</b> , closed all references to 5200 section that were deleted. Also updated new name to Section 5291.
<b>Section 0030</b>	<b>SAM Publications and Contacts</b> , updated to reflect the changes in the contacts and add new Chapters; 3400 <b>Financed Acquisitions</b> and Chapter 5900 <b>Disposal of IT Equipment</b>
<b>Section 0700 Appendix (Revised)</b>	<b>0700 Appendix</b> , updated to reflect the changes in the Travel Program.
<b>New Chapter 3400</b>	<b>Financed Acquisitions</b> , New section based on Management Memos 99-12 and 06-14.
<b>Sections 3620-3629</b>	<b>SAM - Purchases</b> , These Sections were updated to reflect correct garage locations and reference numbers.
<b>Chapter 4100</b>	<b>Transportation Services</b> , Chapter updated to incorporate the Blue Charge Card policies and to correct garage locations.
<b>Chapter 5200</b>	<b>Information Technology</b> , Complete Chapter rewrite.
<b>Chapter 5900</b>	<b>Disposal of EDP Equipment and Supplies</b> , name change to IT versus EDP.
<b>Sections 8030-8033.1 (Cont. 2)</b>	<b>SAM – Cash</b> , 8031: deleted California Bank & Trust as an approved depository. 8032.5: Revised to provide clarity. 8033.1: Recommend agencies keep some hardcopy deposit slips in stock and removed references to California Bank & Trust.
<b>Section 8033.4</b>	<b>Electronic Deposit Form</b> , update the website address for the State Treasurer’s Office.
<b>Section 8740</b>	<b>Billing For Services of Employees Paid on Monthly Basis</b> , revise section to incorporate 2007 billing rates.

## 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.

Remove Page (s)	Consecutive Number of Sheets	Insert Page (s)	Consecutive Number of Sheets
Page 1 Table of Contents	1	SAME	1
Page 1 Subject Index through page 19 Subject Index	10	SAME	10
Page 0030 through 0030 (Cont. 1)	5	SAME	5
SAM Supplement Travel Guide through TG-SUP Attachment 4	12	SAM Supplement Travel Guide through Travel Guide sect. 1600	11
<u>New</u> Chapter 3400, Financed Acquisitions	4	Insert 3400-3440.20 Index and Chapter after last page of Chapter 3100 and before first page of Chapter 3500	4
3620-3626.7 (Cont. 1)	3	SAME	3
4100 Index - 4116	3	SAME	3
Page 5200 Index through 5291	149	5200 Index through page 5901	4
Pages 8030 through 8033.1 (Cont. 2)	4	SAME	4
8033.3 (Cont. 1)	1	SAME	1
Page 8740	1	SAME	1