

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>Subject Index</b> , removed deleted section from Page 4, added Section 5300.4 <i>Definition</i> to Page 9 Subject Index
<b>Section 0030</b>	<b>SAM Publications and Contacts</b> , Update information and contacts for Chapter’s 6000-6680, 6700-6780, 6801-6899, & 6900-6965.
<b>0700 Travel Guide</b>	<b>Travel Guide, Transportation 100</b> , DGS Charge Card website update.
	<b>Travel Guide, General Services Charge Card 200</b> , DGS Charge Card website update.
	<b>Travel Guide, Rental Vehicles 500</b> , update Guidelines information and location of OFAM.
	<b>Travel Guide, California State American Express Corporate Card, Business Travel Account, and Car Rental Business Travel Account 1600</b> , update OFAM website information and Government Card Assistance contact information.
<b>5300 Index</b>	<b>5300 Index</b> , add Section 5300.4, Definitions.
<b>5300.4</b>	<b>5300.4 Definitions</b> , added to define Chapter 5300 information.
<b>Section 6445</b>	<b>Vacant Positions Report</b> , update information impacted by Control Section 31.00 of the Budget Act.
<b>Section 6527</b>	<b>Budgetary Approval of Position-Related Transactions</b> , update information impacted by Control Section 31.00 of the Budget Act.
<b>Section 8013</b>	<b>Principal Responsibilities</b> , remove the threshold amount for CMIA reporting agencies.
<b>Section 8422.1</b>	<b>Invoices and Vouchers</b> , updates procedures for submitting invoices and vouchers.
<b>Section 8422.101</b>	<b>Freight and Transportation Invoices</b> , updates procedures for submitting freight and transportation invoices to the Department of General Services.

**ITEM** **SUMMARY**

<b>Section 8474</b>	<b><u>Late Payment Penalty</u></b> , added specific grants and clarified payment timeframes.
<b>Section 8474.1 through 8474.3</b>	<b><u>Additional Information and Provisions, Penalty Requirements, &amp; Penalty Calculations</u></b> , changed <i>Contractor</i> to <i>Claimant</i> , and added specific grants
<b>Section 8474.4</b>	<b><u>Definition of Terms</u></b> , added grant definition
<b>Section 10509</b>	<b><u>Entry No. 9</u></b> , updating Government Code references and add General Ledger Account 1319.

### 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
<b>Subject Index Page 3</b>	<b>1</b>	<b>Same</b>	<b>1</b>
<b>Subject Index Page 9</b>	<b>1</b>	<b>Same</b>	<b>1</b>
<b>Pages 0030 through Page 0030 (Cont. 4)</b>	<b>3</b>	<b>Same</b>	<b>3</b>
<b>Travel Guide, Transportation 100</b>	<b>1</b>	<b>Same</b>	<b>1</b>
<b>Travel Guide, Rental Vehicles 500</b>	<b>1</b>	<b>Same</b>	<b>1</b>
<b>Travel Guide, Out-Of-Country Travel 1400</b>	<b>1</b>	<b>Same</b>	<b>1</b>
<b>Pages 5300 Index through Page 5300.2</b>	<b>2</b>	<b>Same</b>	<b>2</b>
<b>Pages 6429 (Cont. 1) through 6451</b>	<b>2</b>	<b>6429 (Cont. 1) through 6448 (Cont. 1)</b>	<b>3</b>
<b>Pages 6521 through 6527 (Cont. 2)</b>	<b>2</b>	<b>Same</b>	<b>2</b>
<b>Page 8010</b>	<b>1</b>	<b>SAME</b>	<b>1</b>
<b>Pages 8421 through 8422.102 (Cont. 1)</b>	<b>2</b>	<b>SAME</b>	<b>2</b>
<b>Pages 8474 through 8474.4 (Cont. 1)</b>	<b>5</b>	<b>SAME</b>	<b>5</b>
<b>Page 10509</b>	<b>1</b>	<b>SAME</b>	<b>1</b>