

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>Subject Index</u> Page 12, update “Offsets” section numbers
Section 0030	<u>SAM Publications and Contacts</u> revised contact and phone information
Chapter 1700	<u>Forms Management</u> update complete chapter
Section 4117.4	<u>Travel Payment System</u> update contact information
4800 Index	<u>4800 Index</u> add new 4815 section and rename 4906 and 4910.
Section 4815 (New)	<u>Agency Information Officer and Department Chief Information Officer Responsibilities</u> Clarifies the reporting structure and responsibilities for Agency Information Officers and department Chief Information Officers, and defines the reporting relationship of state employees and contractors performing information technology activities
Section 8002	<u>Accounts Outside of the Centralized State Treasury System</u> revised to provide that Finance approval is not required for a change in depository banks Zero Balance Accounts when specified conditions are met
Section 8752.1	<u>Cost Elements Included</u> revised for clarification
Section 8753	<u>Central Service Costs</u> revised to amend the list of central service departments, add the Central Service Cost Recovery Fund, and clarify language due to change in Government Code
Section 8754	<u>General Administrative Costs (Pro Rata)</u> revised to reflect changes to Government Code and clarify language
8700 Index	<u>8700 Index</u> consolidate 8790.1-8 into section 8790
Section 8776.6	<u>Non-Employee Accounts Receivable</u> changed reference to section 8790.1-8 to section 8790
Sections 8790.1-8	<u>Offset Claim Procedures</u> sections 8790.1-8 have been consolidated into section 8790 to provide updated instructions to departments regarding offsets

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
Subject Index page 11	1	Same	1
Pages 0030 thru 0030 (Cont. 4)	3	Same	3
Pages 1700 Index thru 1740	3	1700 Index thru 1745	5
Page 4109	1	Same	1
Pages 4800 Index thru 4800 Index (Cont. 2)	2	Same	2
Pages 4810 thru 4819.41	8	4810 thru 4819.42	9
Page 8002	1	Same	1
Pages 8745.4 thru 8755.1	3	Same	3
Pages 8700 Index thru 8700 Index (Cont. 2)	2	Same	2
Pages 8776 (Cont. 1) thru 8776.6 (Cont. 2)	2	Same	2
Pages 8790.1 thru 8792	2	8790	1