

SAM – REVISION SUMMARY

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	Changes to reflect name changes, minor section edits and spacing. Deleted section 7920 references.
Section 0030	SAM Publications and Contacts: Updated
Section 700, Supplement 1, Travel Guide	In Supplement 1, <i>Travel Guide</i> , Section 1300, “Out of State Travel”, the paragraph on “Trip Substitutions” was deleted. This deletion should have occurred in Rev. #418 (June 2012) when SAM Section 765 was deleted.
Section 7240	Revised to change Bureau of State Audits name to California State Auditor’s Office (State Auditor); updated State Auditor functions. Minor technical changes.
Chapter 7300 Index	Change Bureau of State Audits to California State Auditor’s Office.
Section 7380	Revised to change Bureau of State Audits name to California State Auditor’s Office (State Auditor); updated State Auditor responsibilities. Minor technical changes.
Chapter Index 7900	To change section title to: Report of Accounts Outside The State Treasury. Deleted reference to section 7920.
Section 7901	Revised to clarify department’s responsibilities for completing reconciliations.
Section 7920	Deleted as information is moved to section 7901.
Section 7921	Revised to clarify department’s responsibilities for reconciling general ledger account balances to the State Controller’s Fund Reconciliation Report.
Section 7930	Revised to add new requirement to submit a copy of year-end Report No. 14 to Department of Finance, Fiscal Systems and Consulting Unit and to clarify other calendar items.
Section 7951	Illustration Updated: Revised name of Report No. 14 and added a new requirement to submit a copy of year-end Report No. 14 to Department of Finance, Fiscal Systems and Consulting Unit.
Section 7974	Revised to clarify that the remaining balance of the grant shall not be accrued as an expenditure if it does not represent valid obligations incurred as of June 30.
Section 7975	Revised to add a new requirement to submit a copy of year-end Report No. 14 to Department of Finance, and to provide further instructions for the preparation of the report.
Section 7976	Policy and Illustrations have been updated to include new requirements for Statewide Assessments.
Section 8001.2	Revision reflects section title change to Authorized Signature File (from Signature Cards), minor edits and titles of referenced SAM sections. Subject Index (pages 2, 3, and 16) and Table of Contents revised to reflect title change “Authorized Signature File.”

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Section 8002	Revision: Revised to include Request to Deposit, Withdraw, or substitute collateral form, STO-TD-011B, information. Provided additional instructions for accounts in which banking information or purpose have change. Minor edits as appropriate.
Section 8041.1	Revised to change Bureau of State Audits name to California State Auditor's Office; removed Department of Justice' requirement for departments to submit documents for handwriting analysis, and minor technical changes.
Section 8048	Revised to change Bureau of State Audits name to California State Auditor's Office and minor technical changes.
Section 8500	Updated the responsibilities of the State Personnel Board and the Department of Human Resources and their governing authorities.
Section 8594.1	Revised the subpoena fee for civil actions to \$275 for an employee's attendance as a witness in the interest of the state. Minor edits as appropriate.
Section 8643	Revised to change Bureau of State Audits name to California State Auditor's Office and minor technical changes.
Section 8650	Revised to eliminate reference to discontinued form, Property Record Cards form, STD 153A. Minor rewording and movement of a paragraph for clarity.
Chapter 8700 Index	To correct 8732 title to read: Payment of Consumer Use Tax.
Section 8730	To clarify use tax policy with updated requirements so that departments will know how to register for a seller's permit and file use tax returns electronically.
Section 8731	To clarify requirements for claim schedules that include consumer use tax data, add missing illustration, and minor edits.
Section 8732	To correct form number and minor edits.
Section 8753	Revised to change Bureau of State Audits name to California State Auditor's Office; removed Secretary of State and Consumer Services Agency; minor technical changes.
Section 10431	Completed the description of the credit entry number 21 and minor edits.
Section 10434	Changed the reference from fixed assets accounts to capital assets accounts and minor edits.
Section 19462	Revised to include new requirement for closed accounts. Minor edits as appropriate.
Section 19463	Revised to include new requirement for closed accounts. Minor edits as appropriate.

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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	10	Same	10
Section 0030	3	Same	3
Section 700, Supplement 1, <i>Travel Guide, Travel Expense Claim (TEC) 1200</i>	1	Same	1
Section 7222 (Cont. 1)	1	Same	1
Chapter 7300 Index	1	Same	1
Section 7360	1	Same	1
Chapter 7900 Index	1	Same	1
Section 7900	5	Replace sections 7900 through 7952. Illustration 7951 included as separate sheet	6
Section 7962	2	Adds two sheets with illustrations	4
Section 7976	1	Adds two sheets with illustrations	3
Chapter 8000 Index	1	Same	1
Section 8000	1	Same	1
Section 8002	1	Same	1
Section 8035 (Cont. 1)	2	Same	2
Section 8044 (Cont. 1)	1	Same	1
Section 8500	1	Same	1
Section 8580.4	3	Same	3
Section 8643	2	Same	2
Chapter 8700 Index	1	Same	1
Section 8730	1	Same	1
Section 8753	1	Same	1
Section 10428	2	Same	2
Chapter 19420 Index	1	Same	1
Section 19425.3	2	Same	2