

BUDGET LETTER

SUBJECT: STATEWIDE POLICIES	NUMBER: 15-07
REFERENCES: STATE ADMINISTRATIVE MANUAL, AND BL 15-03	DATE ISSUED: July 09, 2015
	SUPERSEDES: BL 14-11

TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter reminds state departments to review the State Administrative Manual (SAM) frequently to remain current with statewide policies.

SAM is a resource for statewide policies; it provides the Department of Finance (Finance) and other departments the ability to communicate these policies to all state departments. The responsibility for updating SAM content is assigned to authoring departments. SAM section 0030 lists these departments and the SAM sections they are responsible for maintaining.

Revisions to SAM from authoring departments are updated within 2 business days from the date of submission on the SAM website. The SAM Revision and Summary notification is sent quarterly by the Department of General Services (DGS) on the first business day in January, April, July, and October.

SAM revision notifications are prepared by DGS. To subscribe, go to the SAM homepage located at: <http://sam.dgs.ca.gov/Home.aspx>. On the right hand side is a Quick Links box; select "Subscribe to Updates" which forwards you to the "SAM Revision Subscription" page. Enter your e-mail address in the box provided and click the "Subscribe" button. The direct link to the "SAM Revision Subscription" page is: <http://sam.dgs.ca.gov/home/Subscribe.aspx>.

In addition to DGS notifications to SAM subscribers, Finance sends an e-mail notification to subscribers of the Budget Operations Mailing List informing them of the SAM revision and provides a link to the "SAM Revision Summary." A link to the "SAM Revision Summary" is also available on the Finance, Fiscal System and Consulting Unit (FSCU) homepage at: <http://www.dof.ca.gov/accounting/fscu>.

If you have questions regarding this Budget Letter, please contact FSCU at (916) 324-0385 or by e-mail at FSCUHotline@dof.ca.gov.

/s/ Veronica Chung-Ng

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