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POLICY DIRECTIVE #D-2013-13

November 12, 2013

TO: All Agencies

FROM: Jeff Mohlenkamp, Director
Department of Administration

A handwritten signature in blue ink, appearing to read "Jeff Mohlenkamp".

SUBJECT: New Policy regarding State Administrative (SAM) changes

Pursuant to [AB 16](#) of the 2013 Legislative Session, changes to the SAM now require public posting and will be viewable on the Budget Division's website 30 days prior to the proposed Board of Examiners meeting in which the SAM change will be considered. The new SAM process is described on the Budget Division's website under the link for the State Administrative Manual, Form – Request SAM Changes.

If additional clarification is needed please contact your assigned budget analyst.