

## **New Policy for State Administrative Manual (SAM) Changes Per AB 16**

- Agencies submit the marked up chapter with the revision to their respected Budget Analyst using the required template (page 2) that includes the proposed Board of Examiners (BOE) meeting month/date it will be heard.
- The Budget Analyst then submits the revision for COB approval.
- Budget Office staff, while posting the BOE Agenda (in the four locations), will also post the proposed changes to SAM that will go before the Board at the next meeting (Ex. Changes received Oct. 1<sup>st</sup> would be posted before the October BOE and be heard by the Board at the November meeting). This notice can be found on the Budget Division website under the “Notification of SAM Changes” link on the home page.
- Budget Office staff will also send a link to the proposed changes to SAM through the email listserv.
- Once the BOE has approved/disapproved the changes, Budget Office staff will immediately make changes on the “Notification of SAM Changes” webpage on the Budget Division website and if applicable update the SAM.

## REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code:

Department:

Division (if applicable):

Department Appointing authority:

Agency contact (name, phone and e-mail):

Budget Division Analyst (name, phone and e-mail):

Proposed BOE date:

Proposed effective date:

1. Reason/purpose for requested change:
  
  
2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):
  
  
3. Will recommended change have a fiscal impact (if yes, explain):
  
  
4. Existing and recommended language in SAM (***blue bold italics*** is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). (**please provide requested change as an attachment**):

Department Appointing Authority: \_\_\_\_\_ Date \_\_\_\_\_

Clerk of the Board Review: \_\_\_\_\_ Date \_\_\_\_\_  
(required for website posting)

BOARD OF EXAMINERS APPROVAL DATE: \_\_\_\_\_  
(*for BOE use only*)