

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 015

Department: Governor's Finance Office

Division (if applicable):

Appointing authority: Tiffany Greenameyer

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

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

Proposed BOE date: 12/9/2025

Proposed effective date: 12/9/2025

1. Reason/purpose for requested change:

Change the requirement in SAM 0120 Contract Submission of three (3) copies of contracts must be submitted to the GFO for BOE consideration to two (2) copies of contracts must be submitted to the GFO for BOE consideration. Currently upon BOE approval, one copy is sent to LCB, which will not change, and two (2) copies are returned to the agency, except for contracts submitted by the Purchasing Division, which only submits and receives one copy, to be returned to the agency.

2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

This change will allow agencies to save time and money on BOE submissions as Purchasing already does. Additionally in this day and age of electronics, agencies can scan for email distribution and only print a second copy of the contract when needed.

3. Will recommended change have a fiscal impact (if yes, explain):

This change will allow agencies to save one-third on printing costs.

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):

Appointing Authority:  10/24/25

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

0120 Contract Submission

- A. The following procedures should be adhered to when submitting a contract to the Governor's Finance Office (GFO) for Board of Examiners (BOE) consideration.
1. Contracts should be submitted to GFO by the deadline established by the Clerk and disseminated to agencies via agency memorandums.
 2. Submitted contracts must include a Contract Summary Form. The Contract Summary Form provides GFO and BOE with an accurate description of the contract document and is published with the BOE agenda. All information displayed on the summary form must agree with the contents of the contract. The Contract Summary Form is generated after all the pertinent contract data is entered into the GFO Contract Entry and Tracking System (CETS). Instructions for CETS can be found on the GFO website.
 3. ~~Two~~ **Three** copies of the contract must be submitted; each copy must include signatures of the Attorney General or representative, the responsible agency representative, and the contractor. All signature types are acceptable, and signatures may be met in counterparts. Executed contract distribution is as follows: one copy for the Fiscal Analysis Division of the Legislative Counsel Bureau (LCB); ~~and~~ one copy to be returned to the agency. ~~and one copy for the independent contractor.~~