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| **SAM Update Template** | |
| sam section:  **[SAM section (new or revised)]** | date:  [Insert date] |
| chapter/section owner:  [ ] Governor’s Office (GO)  [ ] Department of Finance (DOF)  [ ] Department of Human Resources (CalHR)  [ ] Department of General Services (DGS)  [ ] Department of Technology (CDT) | |

**Legal Authority**

XXX

**Definitions**

XXX

**Policy**

XXX

**Responsibilities**

XXX

**Resources**

Link to procedures on Department/Agency or DGS Division or Office website.