



**Department of General Services
Procurement Division**

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Broadcast Date: June 24, 2004

**TO: Purchasing Authority Contacts (PACs)
Purchasing Authority Contracts (formerly Delegation Contacts)**

RE: SAM changes

The Following changes will be made to SAM

SAM 3160, Public Sale and Distribution of Publications - **DELETE**

Programs are closed and this section is no longer valid.

SAM 3852, Exemption from Approval - **CHANGE**

Dollar amount of audit threshold changed from \$200 to \$300.

SAM 5200.5 Responsibilities and Authority - **CHANGE**

Change responsible departments due to old references of Department of Information Technology (DOIT).

SAM 5200.6, Information Technology Procurement Plan (ITPP) - **NEW**

This is a new policy requiring the use of a PD Template when submitting your ITPP.

SAM 5204, New Equipment Requirement - **CHANGE**

This change removes instructions to submit your requests for exceptions to purchase new equipment to Department of Information Technology (DOIT) to now read Department of Finance (Finance).

Please refer to the electronic version of SAM to view the changes, September 2004.

If you have any questions, please contact the Procurement Division's Policies and Procedures Office (PPO) via email at ppo@dgs.ca.gov.

Thank You.