Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

pages to 2 pages), and communicate web address.

|  |  |
| --- | --- |
| **Item** | **Summary** |
| **Table of Contents Subject Index Chapter 0030**  **Section 2100** | **Update TOC,** page 1 section 2100 name change.  **Update Index,** update various subject index pages.  **SAM Publications and Contacts,** update various names, numbers, and addresses.  **Office Equipment Repair,** rewritten to correct organizational information, establish new name (part of office re-invention), update contact information, streamline text (from 3 |
| **Section 8002**  **Section 8030**  **Section 8031**  **Section 8032.1**  **Section 8033.2** | **Accounts Outside of the Centralized State Treasury System,** added credit unions as possible depository for accounts outside the centralized State Treasury System. Clarify and update information and references.  **Deposits – Introductions,** explained the roles of the State Treasurer and the State Controller in the deposit process.  **Approved Depositories,** added Bank Of The West (formerly United California Bank) as an approved depository. Removed ambiguous language and updated entire section.  **When To Deposit,** minor language changes.  **Completing The Report of Deposit form,** updated Report of Deposit form preparation procedures. Clarify agency responsibilities for the completion and distribution of the Report of Deposit form. |
| **8033.2 Illustration**  **Section 8460**  **Sections 8572-8572.5** | **8033.2 Illustration,** add page title to illustration page.  **Agency Estimate of Office Machine Repair Service Required,** this section is obsolete and has not been enforced for the last 13 years. Delete from page.  **Withholding and Reporting Requirements for Taxable Fringe Benefits and Employee Business Expenses,** update the cross-references to the SCO Payroll Procedures Manual, add State income tax percentage for bonuses and delete obsolete federal income tax percentages. |
| **Section 8740** | **Billing for Services of Employees Paid on Monthly Basis,** revise the State contribution |

percentages for staff benefits and the formula for calculating the hourly and daily billing rate.

**REVISION SEQUENCE INSTRUCTIONS**

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

|  |  |  |  |
| --- | --- | --- | --- |
| **Remove Page(s)** | **Consecutive No.**  **of Sheets** | **Insert Page(s)** | **Consecutive No.**  **of Sheets** |
| **SAM-TOC Page 1&2** | **1** | **SAME** | **1** |
| **Subject Index Pages 1-19** | **10** | **SAME** | **10** |
| **Pages 0030-0030 (Cont. 4)** | **3** | **SAME** | **3** |
| **Section 2100 Index & 2100 AT-2** | **3** | **2100 Index & 2120** | **2** |
| **Page 8002** | **1** | **SAME** | **1** |
| **Page 8030** | **1** | **SAME** | **1** |
| **Pages 8033.1 (Cont. 2) through 8033.3** | **3** | **Pages 8033.1 (Cont. 2)**  **through 8033.3** | **3** |
| **8033.2 Illustration** | **1** | **Insert immediately after page 8033.2 (Cont. 2)** | **1** |
| **Page 8454-8471.13** | **1** | **SAME** | **1** |
| **Pages 8537 through 8572.5** | **2** | **SAME** | **2** |
| **Page 8740** | **1** | **SAME** | **1** |