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| **SAM Revision** | |
| sam section:  **[SAM section (new or revised) – Section Title]** | 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)  ☐ Other: [Insert Name and Authority] | |

**Legal Authority**

[Insert statutes, regulations, etc., and related SAM, SCM or SIMM.]

**Definitions**

**Term:** [insert definition of term to be defined.]

**Policy**

[Insert policy text. Exclude responsibilities and/or procedures.]

**Responsibilities**

[Insert responsibilities. Exclude procedures.]

**Resources**

* Procedures [ADD LINK to procedures on Department/Agency or DGS Division or Office website.]