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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.]