

**Summary of Changes to the State Administrative Manual (SAM)  
December 2011**

<b>SAM Section</b>	<b>Action Type</b>	<b>Changes</b>
SAM Section 4819.2	Update	TL 11-1 changes the name of the vehicle used to communicate new policies or changes to existing policies from the IT Policy Letter to the Technology Letter.
SAM Section 4903.2	Update	As part of TL 11-2, changes the time the IT Cost Report is due from February 1 of each year to February 1 or on an annual basis as instructed by the Technology Agency