



# STATE CONTROLLER'S BULLETIN

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## SUBJECT: SAAM Update - Gift Card Policy

**DATE:** March 30, 2023  
**TO:** All Departments and Agencies  
**FROM:** Douglas E. Cotnoir, CPA, CIA State Controller

The Office of the State Controller (OSC) is issuing this bulletin to inform you that the State Administrative and Accounting Manual (SAAM) will be updated, effective March 30, 2023, to incorporate the statewide policy on the purchase of gift cards. The attached update will be added as SAAM Section 70.40.

The OSC is also reminding all Department and Agency Finance Officers of their responsibility to adhere to the requirements of the SAAM for all funds administered by your department or agency.

The SAAM is available on the OSC website at: <http://www.maine.gov/osc/administration/saam>. Agencies may access this and other Controller's bulletins on the OSC website <http://www.maine.gov/osc/administration/controllers-bulletins>.

If you have any questions pertaining to this bulletin, please contact Shirley Browne at the OSC at 626-8423 or [Shirley.Browne@maine.gov](mailto:Shirley.Browne@maine.gov).