



DEPARTMENT OF HUMAN SERVICES
SENIOR & DISABLED SERVICES DIVISION
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AUTHORIZED BY: _____

**SDSD Administrator/Deputy/
Assistant Administrator**

INFORMATION MEMORANDUM

SDSD-IM-01-057

Date: July 2, 2001

TO: SDSD District and Unit Managers
AAA Directors

SUBJECT: Support Staff Assistance Manual (SSAM) Update

INFORMATION: The procedure for ordering business cards has changed in the SSAM Manual section IX-C-7. Please use the following procedure beginning July 1, 2001.

Contact Oregon Corrections Enterprises. They have a form that will need to be completed. On this form the billing address should be the same as the "ship to" portion of the form. When the invoice is received, pay with the Visa card. Do not put the Visa information on the order form. You may contact OCE at 503.373.0148 to request the form.

CONTACT PERSON: Jennifer de Jong

CONTACT NUMBER: 503.945.5856

FAX NUMBER: 503.378.7902