

EXHIBIT III-1

STATE OF CALIFORNIA CALSTARS SUGGESTION FORM CALSTARS106 (REV 9/07)		To: CALSTARS System Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7 th Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: calstars@dof.ca.gov		(for CALSTARS use only) Suggestion Number: _____ E-mail acknowledgement sent – initials: _____	
<p><i>Please complete this form for suggestions to improve CALSTARS. Receipt of suggestions will be acknowledged via e-mail, if one is provided. <u>Please use one form for each subject; e.g.: reports (each report).</u> Suggestions will be reviewed quarterly by CALSTARS Management for possible future implementation. However, direct feedback will not be provided as to the status or potential for implementation of each suggestion. If you have questions, please call (916) 445-0211, extension 2811 and ask for the System Support Unit Manager or e-mail at calstars@dof.ca.gov.</i></p>					
NAME			DATE	TELEPHONE NUMBER	EXTENSION
				() -	
ORG CODE	DEPARTMENT		E-MAIL ADDRESS		
AREA OF SUGGESTION					
TABLES	YEAR-END	LABOR	PROCESSING	REPORTS	OTHER (explain)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESCRIPTION OF CHANGE					
BENEFITS					

CALSTARS On The Internet

CALSTARS system documentation and other fiscal related information are maintained electronically on the Internet. The CALSTARS web page can be accessed at <http://www.dof.ca.gov/html/calstars/index.html> and includes the following items:

- ✧ CALSTARS Development Plan
- ✧ CALSTARS Operations Memos
- ✧ CALSTARS Procedures Manual
- ✧ CALSTARS Training Schedule
- ✧ CALSTARS forms for transaction coding, training registration, suggestions, and statewide table updates (some forms may be completed online and submitted electronically.)
- ✧ General information on system capabilities, services and support (including training aids), agencies and contacts.

Links are also provided from the CALSTARS home page to other fiscal related web pages containing:

- ✧ Uniform Codes Manual
- ✧ Manual of State Funds
- ✧ Governor's Budget
- ✧ Budget Letters
- ✧ Budget Forms
- ✧ Budget Instruction Management Memos
- ✧ Management Memos
- ✧ Finance Glossary
- ✧ Office of State Audits and Evaluations
- ✧ State Administrative Manual
- ✧ Constitution/Codes/Statutes
- ✧ Catalog of Federal Domestic Assistance.

TECHNOLOGY SUPPORT UNIT**CALSTARS Operations**

Call (916) 323-7541 for:

- ✧ Report inquiries - missing, re-requesting, burping, uploads.
- ✧ ROPES printer operations - starting, transferring, zapping reports.
- ✧ Hardware failure (printers, terminals, etc.) - line or communication problems, screen-print problems, no response or slow response from a terminal or "SESSION NOT BOUND" during logon.