



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

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April 4, 2022

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2022 SUPPLEMENTAL OPERATING,  
CAPITAL AND TRANSPORTATION BUDGETS**

Governor Inslee has signed the 2022 supplemental budgets:

- Operating – Engrossed Substitute Senate Bill 5693
- Capital – Substitute Senate Bill 5651
- Transportation – Engrossed Substitute Senate Bill 5689 and Substitute Senate Bill 5975.

Please submit allotment amendments to reflect the changes contained in the 2022 enacted supplemental budgets and appropriations contained in other bills.

**Submittal Instructions**

Agency Expenditure Authority Schedules (EA) for all supplemental appropriation changes are available through the [Enterprise Reporting Portal](#). Under Expenditure Authority Reports, the “Incremental Expenditure Authority Schedule” (EAS 011, EAS 012 and EAS 013) displays the supplemental appropriation revisions. Please include these amounts in your supplemental budget allotment packets. (See the [2021-23 Allotment Instructions](#) for more detailed instructions.)

To reflect your agency’s expenditure, revenue, *optional* cash receipts, and *optional* cash disbursement allotment revisions related to these 2021-23 supplemental changes, use a packet purpose type of Operating or Capital 1<sup>st</sup> Supplemental labeled “April 2022 Supplemental.”

**Submittal Timeline**

To allow time for review and approval, supplemental allotment amendments are due to the Office of Financial Management on Friday, April 29.

If you have any questions, please contact your assigned [OFM budget analyst](#).

cc: Agency Budget Officers