



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 20, 2023

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: 2023-25 ALLOTMENT INSTRUCTIONS

Governor Inslee signed the three 2023-25 biennial budgets into law on May 16, 2023:

- Operating budget – Engrossed Substitute Senate Bill 5187
- Capital budget – Engrossed Substitute Senate Bill 5200
- Transportation budget – Engrossed Substitute House Bill 1125

All agencies are required by RCW 43.88.110(3) to submit a statement of proposed expenditures (allotments) to the governor within 45 days after the beginning of the fiscal period or within 45 days after the governor signs the biennial budget bills.

As required by [RCW 43.88.110\(2\)](#), the Office of Financial Management has posted the 2023-25 allotment instructions at <https://ofm.wa.gov/budget/other-instructions/allotment-instructions>, which include the following:

- Initial allotments – operating and capital
- Allotment amendments – operating and capital
- Major capital project and other capital allotment requirements
- Special allocation information

While the statutory deadline is **August 15, 2023**, we encourage you to submit your initial allotments as soon as possible. OFM is committed to an expedited review and approval so that the most up-to-date accounting records are available in the statewide accounting system (AFRS).

Expenditure authority (EA) schedules for the operating, transportation, and capital budgets and other enacted legislation containing appropriations will be available in the [Enterprise Reporting System](#) in early June. Agencies will receive system-generated notifications when the EA schedules are available in TALS-AMR and AFRS.

For assistance related to TALS-AMR or AFRS, expenditure authority and allotments, please contact:

- TALS-AMR or AFRS system issues – HereToHelp@ofm.wa.gov or 360-407-9100
- Expenditure authority schedule – [OFM Budget Operations](#)
- Allotment content and general questions – [Assigned OFM Budget Advisors](#)

cc: Agency Budget Officers
OFM Budget Advisors