



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

March 29, 2024

**TO:** Agency Directors  
Higher Education Presidents  
Statewide Elected Officials

**FROM:** David Schumacher  
Director

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2024 SUPPLEMENTAL OPERATING, CAPITAL AND TRANSPORTATION BUDGETS**

Governor Inslee has signed the 2024 supplemental budgets:

- Operating – Engrossed Substitute Senate Bill 5950
- Capital – Engrossed Substitute Senate Bill 5949
- Transportation – Engrossed Substitute House Bill 2134

Please submit allotment amendments to reflect the changes in the enacted 2024 supplemental budgets and appropriations contained in other bills.

**Submittal Instructions**

Agency Expenditure Authority (EA) Schedules 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. Include these amounts in your supplemental budget allotment packets. For more detailed allotment instructions, please refer to the [2023-25 Allotment Instructions](#).

To reflect your agency’s expenditure, revenue, *optional* cash receipts, and *optional* cash disbursement allotment revisions related to these 2023-25 supplemental changes, use a packet purpose type of Operating or Capital 1<sup>st</sup> Supplemental – labeled “April 2024 Supplemental.”

**One Washington Technology Pool Allocations**

If your agency received allocations from the One Washington Technology Pool for legacy system remediation (466-1), the coding for this allocation has been updated. Please include revisions to this allocation funding to reflect this update (6V0).

**Submittal Timeline**

To allow time for review and approval, supplemental allotment amendments are due to the Office of Financial Management by **Monday, April 15**.

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

cc: Agency Budget Officers