



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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June 1, 2011

**TO:** Agency Directors

**FROM:** Marty Brown  
Director

**SUBJECT: OPERATING AND CAPITAL ALLOTMENT INSTRUCTIONS FOR  
2011-13 BIENNIUM**

The Governor will take action on the operating and capital budgets in a couple of weeks. In order to comply with our statutory responsibility in Chapter 43.88 RCW, we have posted the 2011-13 allotment instructions at <http://www.ofm.wa.gov/budget/instructions/allotment.asp>. Please note that the instructions are subject to change relative to actions taken by the Governor on the appropriation bills.

The allotment instructions outline agency requirements for preparing and submitting:

- Initial allotments – operating and capital
- Allotment amendments – operating and capital
- Major capital project and other capital allotment requirements
- Savings incentive program information.

Depending on the agency, initial allotments for the 2011-13 biennium are due to the Office of Financial Management (OFM) on **July 29, August 5, or August 12** (as specified in Appendix A of the instructions). Agencies are required by law to submit allotments to OFM no later than 45 days after the start of the biennium. Expenditure Authority (EA) schedules for the operating, transportation, and capital budgets will be available through the Enterprise Reporting System at <http://reporting.ofm.wa.gov/businessobjects/enterprise10/eportfolio/en/logonform.csp> shortly after the bills are signed.

If you have questions, please contact your assigned OFM budget analyst. The budget analyst assignment list can be found at <http://www.ofm.wa.gov/budget/contacts/default.asp>.

cc: Agency Budget Officers