



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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March 28, 2012

TO: Agency Directors

FROM: Marty Brown
Director

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR ESHB 2190 – MAKING 2011-13
SUPPLEMENTAL TRANSPORTATION APPROPRIATIONS**

The Governor signed Engrossed Substitute House Bill 2190, “AN ACT Relating to transportation funding and appropriations,” into law on Friday, March 23. **Allotment amendments reflecting the budget changes in this appropriations bill are due to the Office of Financial Management (OFM) on the following schedule:**

- No later than **April 6, 2012** for agencies wishing to make the AFRS Close on April 13.
- No later than **April 27, 2012** for the AFRS Close on May 14.

This will allow sufficient time for OFM review and approval.

Agencies having appropriations in multiple budget bills (i.e., the Transportation Appropriations Act, the Omnibus Appropriations Act, or the Capital Appropriations Act), or agencies that have reason to believe that significant changes are still pending in the legislative process, may wait until such issues are resolved.

Submittal Instructions

To reflect your agency’s expenditure, revenue, cash receipts, and cash disbursement revisions related to 2011-13 supplemental changes, use a packet purpose type of “**Operating 1st Supplemental**” labeled “2011-13 Biennium - 2012 Supplemental.”

The Expenditure Authority Schedule (EA) for this supplemental budget will be available through the Enterprise Reporting System soon. Agencies will receive notification when revised EAs are published. Under Expenditure Authority Reports, the “Incremental Expenditure Authority Schedule” (EAS 011) displays the appropriation revisions. These are the amounts to include in your supplemental budget allotment packet.

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

cc: Agency Budget Officers