



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 18, 2016

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2016 SUPPLEMENTAL OPERATING, CAPITAL AND TRANSPORTATION BUDGETS

Governor Inslee has signed the 2016 supplemental operating, capital and transportation budgets. I am writing to ask you to submit allotment amendments to reflect the changes contained in these enacted supplemental budgets.

Submittal Instructions

To reflect your agency's expenditure, revenue, optional cash receipts, and cash disbursement allotment revisions related to 2015-17 supplemental changes, use a packet purpose type of Operating or Capital 1st Supplemental, labeled "2016 March Supplemental."

The Expenditure Authority Schedule (EA) for all supplemental appropriation changes is available through the [Enterprise Reporting Portal](#). Under Expenditure Authority Reports, the "Incremental Expenditure Authority Schedule" (EAS 011) displays the supplemental appropriation revisions. These are the amounts to include in your supplemental budget allotment packet. Detailed allotment instructions may be found in the [2015-17 Allotment Instructions](#).

Submittal Timelines

To allow time for review and approval, supplemental allotment amendments are due to the Office of Financial Management (OFM) no later than **April 29, 2016**.

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

cc: Agency Budget Officers