



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 21, 2019

TO: Agency Directors

FROM: David Schumacher
Director

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2019 SUPPLEMENTAL OPERATING,
CAPITAL AND TRANSPORTATION BUDGETS**

Governor Inslee signed the 2019 supplemental and 2019-21 biennial budgets today:

- Operating – Engrossed Substitute House Bill 1109
- Capital – Substitute House Bill 1102
- Transportation – Engrossed Substitute House Bill 1160

I am writing to ask you to submit allotment amendments to reflect the changes contained in the enacted **supplemental budgets**, as well as any appropriations contained in other bills.

Supplemental Allotment Submittal Instructions

As soon as the Governor signs the bills into law, Agency Expenditure Authority Schedules (EA) for supplemental appropriation changes will be available through the [Enterprise Reporting Portal](#) (ER). Under Expenditure Authority Reports, the Incremental Expenditure Authority Schedule reports: EAS 011, EAS 012 and EAS 013 display supplemental appropriation revisions. These are the amounts to include in your supplemental budget allotment packet. For detailed allotment instructions, please refer to the [2017-19 Allotment Instructions](#).

To reflect your agency’s expenditure, revenue, optional cash receipts, and cash disbursement allotment revisions related to these 2017-19 supplemental changes, use a packet purpose type of Operating or Capital 2nd Supplemental – labeled “2019 Supplemental.”

Submittal Timelines

To allow time for review and approval, supplemental allotment amendments are due to the Office of Financial Management (OFM) no later than Friday, June 7.

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

cc: Agency Budget Officers
OFM Budget Analysts