



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

July 3, 2017

TO: Agency Directors
Boards and Commissions
Presidents of Higher Education Institutions

FROM: David Schumacher
Director

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**SUBJECT: TEMPORARY OPERATING, CAPITAL, AND TRANSPORTATION
EXPENDITURE AUTHORITY FOR 2017-19 BIENNIUM**

Because of the lag between the beginning of the biennium and the submittal and approval of agency allotments, agencies are hereby granted temporary authority to expend funds and incur obligations for the first 90 days of the new biennium from July 1, 2017 through September 29, 2017. Agency expenditures must be consistent with enacted 2017-19 appropriations, legislative intent, conditions, and limitations. They also may not exceed the monthly estimates that will be assumed in allotments.

The Office of Financial Management (OFM) will publish agency Expenditure Authority (EA) schedules as soon as possible after the Governor signs the budget. Initial allotments for the 2017-19 biennium are due to OFM in August according to dates listed in the OFM allotment instructions. (See Appendix A of the [2017-19 Allotment Instructions](#) for specific due dates for your agency.)

Agencies are encouraged to submit allotments as soon as they can, recognizing that [RCW 43.88.110\(3\)](#) requires submittals no later than August 15, 2017. OFM will make every effort to review and approve allotments as expeditiously as possible.

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

cc: OFM Budget Analysts
Agency Budget Officers