



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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July 1, 2015

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2015 SUPPLEMENTAL OPERATING, CAPITAL AND TRANSPORTATION BUDGETS

Governor Inslee has signed the 2015 operating, capital and transportation supplemental budgets. I am writing to ask you to submit allotment amendments to reflect changes contained in these enacted supplemental budgets.

Submittal Instructions

To reflect your agency's expenditure, revenue, cash receipts, and cash disbursement revisions related to 2013-15 supplemental changes, use a packet purpose type of either Operating or Capital 2nd Supplemental, labeled "2015 June Supplemental."

The Expenditure Authority Schedule (EA) for these supplemental budgets will be available through the [Enterprise Reporting Portal](#) soon. Agencies will receive notification when the 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. Specific allotment instructions may be found in the [2013-15 Allotment Instructions](#).

Submittal Timelines

Allotment revisions for the 2013-15 biennium must be entered in the statewide accounting system (AFRS) no later than the fiscal month close on July 15, 2015.

To allow time for review and approval, supplemental allotment amendments are due to the Office of Financial Management (OFM) no later than Wednesday, July 8, 2015.

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

cc: Agency Budget Officers