



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 31, 2019

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: OPERATING AND CAPITAL ALLOTMENT INSTRUCTIONS FOR 2019-21 BIENNIUM

Governor Inslee signed the appropriations act(s) into law on May 21, 2019. Within 45 days after the beginning of the fiscal period or within 45 days after the governor signs the omnibus biennial appropriations act, whichever is later, all agencies shall submit to the governor a statement of proposed expenditures (allotments) at such times and in such form as may be required by the governor (RCW 43.88.110(3)).

In compliance with [RCW 43.88.110\(2\)](#), the Office of Financial Management (OFM) has posted the 2019-21 allotment instructions at: <http://www.ofm.wa.gov/budget/instructions/allotment.asp>.

These allotment instructions outline agency requirements for preparing and submitting:

- Initial allotments – operating and capital
- Allotment amendments – operating and capital
- Major capital project and other capital allotment requirements
- Special allocation information
- Guidelines on use and requirements of The Allotment Management and Review System (TALS-AMR).

Notwithstanding the statutory deadline of **no later than August 15, 2019**, agencies are urged to expedite initial allotment submittals. OFM is committed to an expedited review and approval so that the most up-to-date accounting records are available in the state wide accounting system (AFRS).

Expenditure Authority (EA) schedules for the operating, transportation, and capital budgets and other legislation containing appropriations will be available through the [Enterprise Reporting System](#) in early June. Agencies will receive system generated notifications when EA schedules are published and available for use in TALS-AMR and AFRS.

For assistance related to:

- TALS-AMR or AFRS system issues – solutionscenter@watech.wa.gov, 360-407-8700
- Expenditure Authority Schedule – [OFM Budget Operations](#), 360-902-0555
- Allotment content – [Assigned Budget Analyst](#)

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

cc: Agency Budget Officers