



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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

April 6, 2020

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2020 SUPPLEMENTAL OPERATING,  
CAPITAL AND TRANSPORTATION BUDGETS**

Governor Inslee has signed the 2020 supplemental budgets:

- Operating – Engrossed Substitute Senate Bill 6168
- Capital – Engrossed Substitute Senate Bill 6248
- Transportation – Engrossed Substitute House Bill 2322

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

**Submittal Instructions**

Agency Expenditure Authority Schedules (EA) for all supplemental appropriation changes are available through the [Enterprise Reporting Portal](#). Under Expenditure Authority Reports, the “Incremental Expenditure Authority Schedule” (EAS 011, EAS 012 and EAS 013) displays the supplemental appropriation revisions. These are the amounts to include in your supplemental budget allotment packets. For more detailed allotment instructions, please refer to the [2019-21 Allotment Instructions](#).

To reflect your agency’s expenditure, revenue, *optional* cash receipts, and *optional* cash disbursement allotment revisions related to these 2019-21 supplemental changes, use a packet purpose type of Operating or Capital 1<sup>st</sup> Supplemental – labeled “2020 March Supplemental.”

**Submittal Timeline**

To allow time for review and approval, supplemental allotment amendments are due to the Office of Financial Management no later than Monday, April 20.

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

cc: Agency Budget Officers