



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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May 27, 2021

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: 2021-23 ALLOTMENT INSTRUCTIONS

Governor Inslee signed the 2021-23 biennial budgets into law on May 18, 2021:

- Operating – Engrossed Substitute Senate Bill 5092
- Capital – Substitute House Bill 1080
- Transportation – Substitute Senate Bill 5165

RCW 43.88.110(3) directs all agencies to submit a statement of proposed expenditures (allotments) to the governor within 45 days after the beginning of the fiscal period or within 45 days after the governor signs the biennial appropriations act.

As required by [RCW 43.88.110\(2\)](#), the Office of Financial Management (OFM) has posted the 2021-23 allotment instructions at <http://www.ofm.wa.gov/budget/instructions/allotment.asp>. These 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 allocations.

While the statutory deadline is **August 13, 2021**, we encourage you to submit your initial allotments as soon as possible. OFM is committed to an expedited review and approval so that the most up-to-date accounting records are available in the statewide accounting system (AFRS).

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

For assistance related to:

- TALS-AMR or AFRS system issues – HereToHelp@ofm.wa.gov or 360-407-9100
- Expenditure Authority Schedule – [OFM Budget Operations](#)
- Allotment content and general questions – [Assigned OFM Budget Analyst](#)

cc: Agency Budget Officers