



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 16, 2023

TO: Agency Directors

FROM: David Schumacher
Director

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2023 SUPPLEMENTAL OPERATING,
CAPITAL AND TRANSPORTATION BUDGETS**

Governor Inslee signed the 2023 supplemental and 2023-25 biennial budgets today:

- Operating – Engrossed Substitute Senate Bill 5187
- Capital – Engrossed Substitute Senate Bill 5200
- Transportation – Engrossed Substitute House Bill 1125

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

Supplemental Allotment Submittal Instructions

Agency Expenditure Authority Schedules for supplemental appropriation changes will be available through the [Enterprise Reporting Portal](#) (ER). Under Expenditure Authority Reports, the Incremental Expenditure Authority Schedule Reports EAS 011, EAS 012 and EAS 013 display supplemental appropriation revisions. These are the amounts to include in your supplemental budget allotment packet. For more detailed instructions, please refer to the [2021-23 Allotment Instructions](#).

To reflect your agency’s expenditures, revenue, optional cash receipts, and cash disbursement allotment revisions related to these 2021-23 supplemental changes, use a packet purpose type of Operating or Capital 2nd Supplemental – labeled “2023 Supplemental.”

Submittal Deadline

To allow time for review and approval, supplemental allotment amendments are due to the Office of Financial Management no later than **Monday, June 5**.

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

cc: Agency Budget Officers
OFM Budget Advisors