



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

May 20, 2025

TO: Agency Directors

FROM: K.D. Chapman-See
Director

SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2025 SUPPLEMENTAL OPERATING, CAPITAL AND TRANSPORTATION BUDGETS

Governor Ferguson signed the 2025 supplemental and 2025-27 biennial budgets today:

- Operating – Engrossed Substitute Senate Bill 5167
- Capital – Substitute Senate Bill 5195
- Transportation – Engrossed Substitute Senate Bill 5161

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 enacted 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 [2023-25 Allotment Instructions](#).

To reflect your agency's expenditures, revenue, optional cash receipts, and cash disbursement allotment revisions related to the 2023-25 supplemental changes, use a packet purpose type of Operating or Capital 2nd Supplemental – labeled "2025 Supplemental."

Submittal Deadline

To allow time for review and approval, supplemental allotment amendments are due to the Office of Financial Management by **Tuesday, June 3, 2025**.

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

cc: Agency Budget Officers
OFM Budget Advisors