



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

May 19, 2021

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2021 SUPPLEMENTAL OPERATING, CAPITAL AND TRANSPORTATION BUDGETS**

Governor Inslee signed the 2021 supplemental and 2021-23 biennial budgets yesterday:

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

I am writing to ask you to submit allotment amendments to reflect the changes contained in the enacted **supplemental budgets**, as well as any 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 [2019-21 Allotment Instructions](#).

To reflect your agency’s expenditure, revenue, optional cash receipts, and cash disbursement allotment revisions related to these 2019-21 supplemental changes, use a packet purpose type of Operating or Capital 2nd Supplemental – labeled “2021 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 7**.

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

cc: Agency Budget Officers  
OFM Budget Analysts