



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

March 27, 2018

TO: Agency Directors

FROM: David Schumacher
Director

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR 2018 SUPPLEMENTAL OPERATING,
CAPITAL AND TRANSPORTATION BUDGETS**

Governor Inslee signed the 2018 supplemental budgets today:

- Operating – Engrossed Substitute Senate Bill 6032
- Capital – Engrossed Substitute Senate Bill 6095
- Transportation – Engrossed Substitute Senate Bill 6106

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 packet. For detailed allotment instructions, please refer to the [2017-19 Allotment Instructions](#). It is anticipated that the Salary Projection System (SPS) will be updated to reflect 2018 supplemental compensation impacts by April 2.

To reflect your agency’s expenditure, revenue, optional cash receipts, and cash disbursement allotment revisions related to these 2017-19 supplemental changes, use a packet purpose type of Operating or Capital 1st Supplemental – labeled “2018 March Supplemental.”

Submittal Timelines

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

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

cc: Agency Budget Officers