



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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January 24, 2018

TO: Agency Directors
Boards and Commissions
Presidents of Higher Education Institutions

FROM: David Schumacher
Director

A handwritten signature in blue ink, appearing to be "DS", located to the right of the "FROM:" line.

**SUBJECT: ALLOTMENT INSTRUCTIONS AND TEMPORARY SPENDING
AUTHORITY FOR 2018 SUPPLEMENTAL CAPITAL BUDGET**

Governor Inslee has signed the 2018 supplemental capital budget – Substitute Senate Bill 6090 (Chapter 2, Laws of 2018). I am writing to ask you to submit allotment amendments to reflect the changes contained in this enacted budget. Revised capital allotments are due to the Office of Financial Management (OFM) no later than **Monday, February 12**.

Agencies are authorized to expend against capital appropriations pending approval of allotment spending plans by OFM. These expenditures must be consistent with enacted 2017-19 appropriations, legislative intent, conditions, and limitations. They also may not exceed the monthly estimates that will be assumed in allotment revisions.

To reflect your agency's planned expenditures, revenue, optional cash receipts and disbursements, submit an allotment revision using an allotment packet purpose type of "Capital 1st Supplemental," labeled "2018 January Supplemental."

OFM will publish agency Expenditure Authority (EA) schedules as soon as possible. When complete, your EA will be available through the [Enterprise Reporting Portal](#) under Expenditure Authority Reports. The "Incremental Expenditure Authority Schedule" (EAS 012) displays the supplemental appropriation revisions. These are the amounts to include in your supplemental budget allotment packet.

Agencies are encouraged to submit allotments as soon as possible. We will make every effort to review and approve them expeditiously.

For detailed instructions, refer to the [2017-19 Allotment Instructions](#). If you have further questions, please contact your [assigned budget analyst](#).

cc: OFM Budget Analysts
Agency Budget Officers