



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