



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 25, 2024

TO: Agency Directors
Statewide Elected Officials
Presidents of Higher Education Institutions

FROM: David Schumacher
Director

SUBJECT: 2025 SUPPLEMENTAL BUDGET INSTRUCTIONS

On June 3, we issued the 2025-27 budget instructions. I am writing to provide instructions for the 2025 supplemental operating, transportation, and capital budget requests that are due on **September 24, 2024**. We look forward to working with you on your budget requests for the remainder of the current biennium and the next biennium.

Operating and Transportation Budgets

The 2025 supplemental operating and transportation budget requests should be limited to:

- Required updates and changes due to legally mandated caseloads, workloads or other legally required changes.
- Necessary technical corrections to the enacted 2023-25 budget.

Narrative descriptions for any revisions should be as detailed as possible and fully explain why the additional costs are necessary. Detailed decision package instructions may be found in [Chapter 2 of the 2025-27 Budget Instructions](#).

New fees and extensions of existing fees. All fee increases, whether or not legislation is required, must be part of the agency budget submittal. Submit justification for new, extended or increased fees using the process described in [Chapter 8 of the 2025-27 Operating Budget Instructions](#).

Electronic submittal only. Proposed supplemental operating budget requests may only be submitted to OFM electronically through the Agency Budget System (ABS). The ABS guides agencies in developing and submitting budget decision packages and associated documentation. Alternatives to ABS electronic submittals (including paper copies) will not be accepted. When submitted, agency budget requests are available to the public at the new [Agency Budget Request](#) website (best viewed in Chrome).

Capital Budget

Proposals for the 2025 supplemental capital budget should be limited to technical corrections, emergent issues that cannot wait until the 2025-27 budget, or a return of projected savings.

Electronic submittal in CBS. All capital budget requests must be submitted to OFM using the Capital Budget System (CBS). The justification for requests must follow the format found in [Chapter 3 of the 2025-27 Capital Budget Instructions](#).

PDF E-binder. In addition to CBS data, each agency must submit a combined PDF “E-binder” of its capital budget request to OFM. This PDF will be posted to OFM’s website, and links will be shared with legislative staff and made available to the public. There are three options for submitting the E-binder:

- If your submittal is below the 20Mb restriction for email, email it to ofm.budget@ofm.wa.gov.
- For agencies *within* the state government network (SGN), larger files should be copied to our FTP site by pasting the following address into File Explorer (not a browser):
ftp://ftp.ofm.wa.gov/OFM/Capital Budget Submittals.
- If *not within* the SGN, mail a thumb drive to OFM at the following address:

Office of Financial Management
300 Insurance Building
P.O. Box 43113
Olympia, WA 98504-3113

Thank you for your assistance. Please direct questions to your [assigned OFM budget analyst](#).

cc: Agency Budget Officers