



November 15, 2024

Pat Sullivan, Director  
Office of Financial Management  
P.O. Box 43113  
Olympia, WA 98504-3113

Dear Director Sullivan:

The Governor's Office, which includes the Affiliates, submits the attached budget reduction options for the FY25 current year budget, and will identify potential savings once the new administration takes office for the 2025-27 budget. The Governor's Office is proud to participate in the solution of the state's expected budget deficit. These options were developed with the agency's need to provide governance during a time of transition.

In addition to our immediate savings, The Governor's Office and Affiliates are implementing the following freezes:

1. Freeze hiring for most positions.
2. Freeze all new contracts that are not already pre-approved. All existing subscriptions will be reviewed for utilization.
3. Freeze all non-essential travel and all non-required training that is not already pre-approved.
4. Freeze all new equipment purchases.

*Exceptions to these freezes will be reviewed and granted on a case-by-case basis by the deputy chief of staff, or applicable executive.*

If you have any questions regarding this submittal, please contact me or OFM Budget Manager Kathy Cody at [Kathy.cody@ofm.wa.gov](mailto:Kathy.cody@ofm.wa.gov) or 360.480.7237.

Sincerely,

A handwritten signature in blue ink that reads "Jamie Langford-Herbig".

Jamie Langford-Herbig, CPA

[Jamie.Langford@ofm.wa.gov](mailto:Jamie.Langford@ofm.wa.gov)

360.870.7766