

UTSA[®] Inventory Reconciliation Form

Instructions:

1. Complete physical count of inventory held for resale.
2. The Preparer completes and signs the sections below.
3. The Department Manager and their supervisor sign the sections below.
4. Send the signed form to the [Associate Director of Accounting](#).

For more information, see [Inventory for Resale: Management Guidelines for Service Centers](#).

Section I. Memorandum

The goods held for resale as of August 31, _____ were inventoried by _____
and _____ on _____.

Department name: _____

DEPTID: _____

Cost Center: _____

Net dollar value of consumable inventory: \$ _____

My signature below indicates my review and approval of this inventory as an accurate report of the quantities and values of the items held by this department.

Preparer signature:	Date:
Printed name:	Title:

Department Manager signature:	Date:
Printed name:	Title:

Supervisor certifying signature:	Date:
Printed name:	Title:

Attachments (if applicable)	<input type="checkbox"/> Surplus Receipts <input type="checkbox"/> Additional Obsolete Inventory Adjustments sheets (Section II)
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Section II. Obsolete Inventory Adjustments

Complete the fields below for all obsolete inventory disposed of throughout the year. Surplus receipts must be attached.

Item #	Description	Quantity	Unit Cost	Value
			Total Value:	

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Section III. Reconciliation

Complete the fields below. If a variance exists, the Department Manager must provide an explanation in the field provided.

1. Beginning Inventory Value		A
2. Purchases for Resale		B
3. Inventory Consumed		C
4. Inventory Disposed (Obsolete)		D
5. Projected Inventory Value		E (A+B-C-D)
6. Actual Inventory Value, August 31, _____		F
	Variance:	(E-F)

Explanation of variance: