

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.

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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 appr quantities and values of the items held by this dep	oval of this inventory as an accurate report of the partment.		
Preparer signature:	Date:		
Printed name:	Title:		
Department Manager signature:	Date:		
Printed name:	Title:		
Supervisor certifying signature:	Date:		
Printed name:	Title:		
	Surplus Receipts		
Attachments (if applicable)	Additional Obsolete Inventory Adjustments sheets (Section III)		
Attachments (if applicable)	Additional Obsolete Inventory Adjustmen		

Questions: Fiscal Services (210) 458-8000, fiscalservices@utsa.edu Page 1 of 1

UTSA Financial Affairs

Section II. Obsolete Inventory Adjustments

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

ltem #	Description	Quantity	Unit Cost	Value
,		<u> </u>	Total Value:	

UTSA Financial Affairs

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	А
2. Purchases for Resale	В
2. a. Inventory Received but not yet paid.	С
3. Inventory Consumed	D
4. Inventory Disposed (Obsolete)	E
5. Projected Inventory Value	F (A+B+C-D-E)
6. Actual Inventory Value, August 31,	G
Variance:	F - G

Explanation of Variance:		

Submission Instructions: Send the signed form to the Associate Director of Accounting. For more information, see Inventory for Resale: Management Guidelines for Service Centers. For more Information, see https://www.utsa.edu/financialaffairs/resources/financial-guidelines/index.html?id=6.18.1