

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		A
2. Purchases for Resale		B
2. a. Inventory Received but not yet paid.		C
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>