

The University of Texas at Austin
Cash Imprest Fund Reconciliation Sheet

Department Name: _____

Imprest Fund ID: _____

As of: _____

- | | |
|------------------------------------------|----------------------|
| 1. Total cash on hand (coins & currency) | _____ |
| 2. + Expenditure receipts on hand | _____ |
| 3. + Vouchers in transit | _____ |
| 4. + Cash outstanding | _____ |
| 5. +/- Overage/shortage | _____ |
| 6. Total #1 thru #5 | ===== |
| 7. - Authorized fund amount | _____ |
| 8. Fund over/short | <input type="text"/> |

Reconciled by: _____

Date: _____

Verified by: _____

Date: _____