

**The University of Texas at Austin**  
**Imprest Fund Bank Account Reconciliation**

Department Name: \_\_\_\_\_  
Imprest Fund ID: \_\_\_\_\_  
For the Period: \_\_\_\_\_

Balance per Bank Statement \_\_\_\_\_  
+ Outstanding Deposits \_\_\_\_\_  
- Outstanding Checks (detail attached) \_\_\_\_\_  
+ or - Bank Errors or Adjustments \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

Adjusted Balance (month-end checkbook balance) \_\_\_\_\_

Outstanding Reimbursements  
+ Unvouchered Expenses \_\_\_\_\_  
+ Vouchers in Transit \_\_\_\_\_

Overage/Shortage  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Fund Balance \_\_\_\_\_

- Authorized Fund Balance \_\_\_\_\_

Fund Over/(Short)

Reconciled by: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_