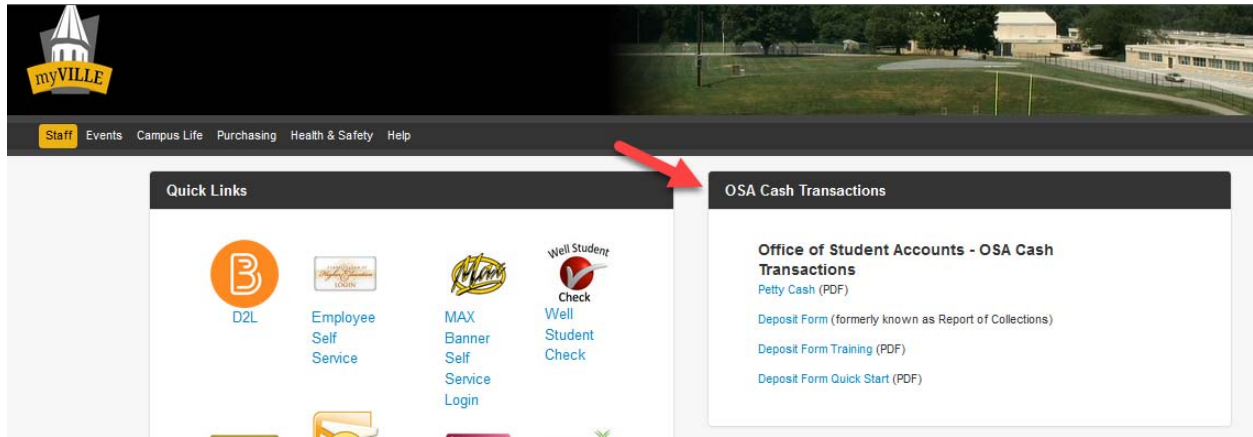


Report of Collections and Petty Cash

Did you know that the Office of Student Accounts has a new section under myVILLE entitled **OSA Cash Transactions**? You can access a new **Petty Cash Request Form** and a new **Deposit (Report of Collections) Form**. The new deposit form allows you to report revenue without using the paper forms. Instructions are included in myVILLE. You can also call the Office of Student Accounts at extension 5101 for assistance.



The screenshot shows the myVILLE website interface. At the top left is the myVILLE logo. Below it is a navigation bar with links for Staff, Events, Campus Life, Purchasing, Health & Safety, and Help. A red arrow points to the 'OSA Cash Transactions' section on the right side of the page. This section is titled 'Office of Student Accounts - OSA Cash Transactions' and contains several links: 'Petty Cash (PDF)', 'Deposit Form (formerly known as Report of Collections)', 'Deposit Form Training (PDF)', and 'Deposit Form Quick Start (PDF)'. On the left side, there is a 'Quick Links' section with icons for D2L, Employee Self Service, MAX Banner Self Service Login, and Well Student Check.