Commonwealth of Virginia Campaign

SPECIAL DRIVE FOR OKLAHOMA TORNADO VICTIMS RELIEF

Date: Agency Name:

Coordinator Name: Agency Code:

Coordinator Phone: Agency Address:

This report is my: □ First Report □ Additional Report □ Final Report

This report should be mailed to:

CVC/DHRM
101 N. 14th Street – 12th Floor
Richmond VA 23219

☑ Checklist for Coordinators:

FOR CHECK OR MONEY ORDER DONATIONS
1. Include this transmittal sheet and keep a copy for your records.
2. Include Checks and Money Orders – do not send cash
3. Checks should be payable to “CVC-OK Tornado Relief”

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Number of Employees Giving On This Report</th>
<th>Total Giving ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check, or Money Order</td>
<td></td>
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</tr>
<tr>
<td>DO NOT SEND CASH IN THE MAIL</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total Giving this Report</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Prepared by: Verified By:

FOR CREDIT CARD DONATIONS
1. Go to either www.redcross.org or www.salvationarmyusa.org to give using your credit card.
2. Make a copy of your acknowledgement/receipt and hold until July 1 when we will start recording direct gifts for this year.