



**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"

Transmittal Summary		
Transaction Type	Number of Employees Giving On This Report	Total Giving (\$)
Check, or Money Order DO NOT SEND CASH IN THE MAIL		\$
Total Giving this Report		\$

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.