

CVC Departmental Event Funds Log

Department Representative Name: _____

Event Name: _____

College/Senior Management Area: _____

Department: _____

Total Funds Raised: _____

Charity Code and Name: _____

Bills	Count	Amount	Bills	Count	Amount
\$100			\$5		
\$50			\$1		
\$20			Checks		
\$10			Net Total		

By signing below, you are affirming the verification of event funds collected and provided to the CVC Coordination Team per Virginia Tech Funds Handling Policy - No. 3600.

Dept Rep Signature: _____ **Date:** _____

CVC Coord Team Signature: _____ **Date:** _____

Schedule Event Funds Drop-off Meeting:

Email *CVC Coordination Team* at employeeprogram@vt.edu to schedule an appointment to submit your event form and money. Drop-offs can be made between 8:15 a.m. and 4 p.m. Monday – Friday and should take 15-20 minutes. In the email, include four to five meeting options to assist team in scheduling your appointment as soon as possible. Funds must be submitted in person (not through mail) and by Friday of your event week.

If you have any questions, please contact *CVC Coordination Team* by email at employeeprogram@vt.edu.

Events Funds Meeting Location:

Division of Human Resources
North End Center, Suite 2300
300 Turner St, NW
Blacksburg, VA 24061