

**Department of Finance  
Finance Courier  
for Crystal Terrace  
and 100 Oaks**

<b>Crystal Terrace-Medical Center Core</b>		<b>Crystal Terrace-One Hundred Oaks</b>	
<b>Time</b>	<b>Location</b>	<b>Time</b>	<b>Location</b>
<b>7:00 a.m.</b>	Nashville Surgery Center (M W F only)		
<b>7:30 a.m.</b>	1801 TVC, Patient Reg		
<b>8:00 a.m.</b>	100, 200, 420,600, 700, 800 CT	<b>8:00 a.m.</b>	1710 TVC, Cancer Center Registration 3630 TVC, Plastic Surgery B-334 VUH, Medical Records 5210 5th Flr Sth Twr, MCE 1st Flr PHV
<b>8:30 a.m.</b>	630,650 3401 West End, Informatics	<b>8:30 a.m.</b>	700 CT
<b>8:40 a.m.</b>	D-2107 MCN, from Crystal Terrace Drop-box S-2311 MCN, for Payroll Drop-box CCC-3322 MCN, Research/Contracts D-3300 MCN, VC Office AA-1204 MCN, Hospital Administration 1107 VUH, Admissions 1104 VUH, Cashier's Office B-131 VUH, Pharmacy B-707 TVC, Medical Sourcing Procurement		
<b>8:35 a.m.</b>	Ste 630, 3401 West End, Informatics		
<b>9:00 a.m.</b>	Eskind Libr for Informatics		
<b>9:15 a.m.</b>	630,650 3401 West End, Informatics		
<b>9:20 a.m.</b>	100, 200, 420,600, 700, 800 CT		
<b>9:30 a.m.</b>	Ste 900 & 1100 Baker Bldg	<b>9:30 a.m.</b>	100 Oaks, 3rd Floor, Finance Tower
		<b>10:00 a.m.</b>	100 Oaks, 2nd Floor, Cashiers
<b>10:15 a.m.</b>	Sony Bldg, Office of Cntrs/Grants	<b>10:15 a.m.</b>	S2311 MCN, Payroll 2311 VUH Med Records
<b>10:30 a.m.</b>	D-2107 MCN, Crystal Terrace Drop Box S-2311 MCN, Payroll CCC-3322 MCN D-3300 MCN, VC Office 1107 VUH Admissions	<b>10:30 a.m.</b>	700 CT
<b>10:50 a.m.</b>	Non-scheduled Runs For Finance Personnel		
<b>11:00 a.m.</b>		<b>11:00 a.m.</b>	2311 VUH, Med Records
<b>11:20 a.m.</b>	100, 200, 420, 600, 700, 800 CT & 900 CT Pharmacy	<b>11:20 a.m.</b>	100 Oaks, 3rd Floor, Finance Tower 100 Oaks, 2nd Floor, Cashiers
		<b>11:30 a.m.</b>	700 CT
<b>11:45 a.m.</b>	900 Baker Bldg, Disbursements		
<b>12:00 p.m.</b>	Lunch	<b>12:00 p.m.</b>	Lunch
<b>12:50 p.m.</b>	100, 200, 619, 738, 801 Mailrms		
<b>1:00 p.m.</b>	D-2107 MCN, frm Crystal Terrace Dropbox S-2311 MCN, for Payroll CCC-3322 MCN, Research/Contracts D-3300 MCN, VC Office		
<b>1:45 p.m.</b>	4508 VCH Pharmacy for 900 CT Pharmacy		
<b>2:00 p.m.</b>	Sony Bldg, Office of Cntrs/Grnts		
<b>2:15 p.m.</b>	100, 200, 619, 738, 801 CT Mailrms 900 CT Pharmacy		
<b>2:20 p.m.</b>	900 Baker Bldg, Disbursements		
<b>2:25 p.m.</b>	B-705 VUH, Procurement Station 17 MCN, Post Office AA-1204 MCN, Hospital Administration CCC-3322 MCN, Research/Contracts D-3300 MCN, VC Office S-2311 MCN, Payroll D-2107 MCN, frm Crystal Terrace Dropbox		
		<b>3:00 p.m.</b>	100 Oaks, 3rd Flr, Finance Tower
		<b>3:30 p.m.</b>	2nd Flr Eye Clinic, 2311 Pierce Ave
<b>3:45 p.m.</b>	100, 200, 420, 600, 700,800 CT		
<b>4:15 p.m.</b>	900 Baker Bldg, for Disbursements	<b>4:15 p.m.</b>	100 Oaks, 3rd Floor, Finance Tower, for Payroll Only
	<b>Ends Day</b>	<b>4:45 p.m.</b>	S-2311 MCN, Payroll
		<b>5:00 p.m.</b>	<b>Ends Day</b>