



## Employee Matching

### **Matching Program Requests**

To request a value match from Agri Beef as part of the Employee Matching program, please complete the attached Request Form and submit to Agri Beef at least 90 days prior to the needed date. The Employee Matching program includes the matching of dollar donations, gift certificate value and product value. Prior to committing the funds/product, all requests must be reviewed by the contributions committee to ensure the requests meet the specified criteria and that there are funds and/or product available. The committee meets quarterly to review such requests.

Matching value is limited to no more than \$500 per year per employee. Two qualifying organizations may be contributed to per year per employee. All matching funds/products are subject to approval by the contributions committee and must not be contrary to the interests of Agri Beef. The matching funds/products are budgeted and are limited based on the profitability of the company.

The employee or charitable organization must provide verification of employee contributions before Agri Beef will make payment or distribute product. Verification can include a check, a receipt or notification from the charitable organization or employee. If preferred, the employee can attach his/her check to the Request Form to be forwarded to the charitable organization along with Agri Beef's matching donation. In this case, the check serves as verification. Checks for gift certificate Match can be made out directly to Agri Beef and submitted with Request Form. Checks for product can be made out directly to Agri Beef and submitted upon receipt of product invoice – check



**Matching Funds Request Form**

Employee Name \_\_\_\_\_ Division \_\_\_\_\_

Organization

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