



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 Match can be made out directly to Agri Beef and submitted upon receipt of product invoice – check must be received prior to product distribution. Employees will receive notification from Agri Beef when contributions have been made on their behalf.

Agri Beef will not contribute to:

- Churches or religious organizations for purpose of religious advocacy
- Capital campaigns/capital expenditures and endowment campaigns
- Lobbying/political organizations for political purposes
- Funding for individuals unrelated to agribusiness, including transportation and travel expenses
- Individual school programs or projects with limited participation
- Advertising, Publications, films or television production or programing
- Unrestricted operating funds

(Matching Funds Request Form on next page)



Matching Funds Request Form

Employee Name _____ Division _____

Organization Name _____ Tax ID# _____

Street Address _____

City, State, and Zip Code _____

Contact Name _____ Phone Number _____

Amount Matching Funds/Gift Certificate Value Requested (Not to exceed \$500 annually) \$ _____

Amount Matching Product Requested (Not to exceed \$500 value annually) lbs _____

Purpose of Funds/Product _____

Employee Signature _____ Date _____

Verification of Contribution (Please check one):

- Check Attached
- Receipt Attached
- Organization will contact Agri Beef directly
- Check Attached (please forward with Agri Beef's donation)
- Check to arrive upon receipt of product invoice

Send to:

Agri Beef
Contributions Committee
Matching Funds
PO Box 6640
Boise, ID 83707