



Corporate Matching Funds Program: Making Your Gift Go Further

Fortinet in the Community

Corporate Matching Funds Program.

The Fortinet Matching Funds program encourages U.S. employees to contribute to qualifying non-profit organizations. The program offers a \$150 match to employees' cash contributions to non-profit organizations.

Program Guidelines

Matching:

- All eligible gifts will be matched on a dollar-for-dollar basis
- The gift matching program is January 1 through December 31
- To be eligible, the employee must make a minimum gift of \$25 (USD)
- Maximum matching donation per employee is \$150.00 per calendar year
- Donations must be **individual** contributions provided by the employee and not a collection of donations from other parties (i.e., no pooled or collective funds)
- Gifts must be personal contributions paid either by cash, check, or credit card
- The contribution must be actually paid, not simply pledged
- Employees complete an application and attach receipt from charity. This information must be received within 90 days of the contribution.
- Gift will be matched monthly if one-time event, or upon conclusion of Team / Sponsorship-based Event.

Eligible Organizations / Programs

- **US Non-Profit Organizations:** Organizations in the United States must be tax-exempt under section 501(c)(3) of the Internal Revenue Code and not be classified as a private foundation. No other qualification process is required.
- **Team/Sponsorship Gifts:** Matching Gift requests for participation in sponsorship-based events focused on benefiting charitable causes are eligible for matching funds. Typical events include walkathons, bikeathons, etc. The sponsoring organization must qualify as outlined above.

Ineligible Organizations / Programs

- Gifts to religious organizations such as churches, temples or other house of worship, or those whose main purpose is to foster a particular faith or creed
- Gifts to Bible Colleges, Seminaries, or theological institutions
- Organizations that are membership based (fraternities, sororities, honor societies, political organizations, etc.)
- Athletic Teams
- Organizations whose policies are inconsistent with national equal opportunity policies or discriminate against a person or a group
- Gifts that result in a personal benefit or privilege to the donor, the donor's family or anyone designated by the donor, such as admission tickets, entry fees, subscriptions and membership fees.



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Process to submit request for Matching Funds

1. Make donation to a charitable organization and obtain receipt
2. Verify if organization meets the program guidelines for a corporate matching contribution.
3. Complete Corporate Matching Funds Application. Send receipt and form to USHR@fortinet.com HR will verify program eligibility and return with authorization to move to next step.
4. Verify charitable organization is set up as a Supplier in Oracle. If not, supplier/vendor registration is required.

Use the “Supplier Requestor” responsibility in Oracle through <https://oa.apo.myfortinet.com/> to access the Suppliers page. First search for the organization name to see if it is already registered as a supplier. If not, click the “Register New Supplier” button and fill in the required information. If you have questions, you may email vendor@fortinet.com

5. Confirm supplier registration is complete.
6. Submit completed Corporate Matching funds Application and receipt to US_AP@fortinet.com. Accounts Payable will make payment directly to your charity. The memo section of our check will include your name so charitable organization is aware of originating donor.

Requesting employee owns driving each step in the process as approvals occur.

Fortinet may suspend, change or terminate this program at any time. The interpretation, application and administration of the program shall be determined by the Fortinet Human Resources department.



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Corporate Matching Funds Application Form

Please see attached process steps to complete

Employee Name _____

Email Address _____ Daytime Phone _____

ORGANIZATION & GIFT INFORMATION - Please attach Receipt

Organization Name	Fed Tax ID (EIN)
Address	Gift Type: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
City/State/Zip	Gift Amount \$
Phone #	Gift Date
Email Address	

I hereby certify the above gift is entirely my personal contribution. I also certify that all information is accurate, and that I have read and understand the guidelines of the Fortinet Corporate Matching Funds Program. I understand that failure to comply may result in permanent suspension of my gift matching privileges and may lead to other disciplinary action.

Employee Signature	Date
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HR Review and approval to move to next step:

HR Signature	Date
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