

Charity Match/Check Request Form

SAGE is strongly committed to supporting the community and does so through a variety of different programs. One of our programs entitled Charity Matching Funds, grants full-time and part-time employees the opportunity to request a match of charity donation funds personally donated, up to \$300 per calendar year provided the following qualifications are met:

- The charity is a federally recognized tax-exempt entity (proof may be required); and
- The employee's donation is a minimum of \$25.

Documentation must be attached to this form as proof that a personal contribution has already been made through a personal check, online donation, credit card statement, etc. **This completed form and supporting documents should be submitted to Christie Abney in the Human Resources department in PDF format.** Once this form and its associated documentation is received, arrangements will be made for the company matching check to be prepared by SAGE's A/P department and sent directly to the charity of choice.

We request that you allow 2-3 weeks for adequate processing time.

Date:	<input type="text"/>	Employee #:	<input type="text"/>
Employee Name:	<input type="text"/>		
Charity Name (payable to):	<input type="text"/>		
Charity Mailing Address:	<input type="text"/>		
	<input type="text"/>		

Expense Distribution

Account	Amount
83010-9070000-000	<input type="text"/>