

Arkansas State University - Jonesboro

Effective Date: 07/01/93

Number: 06-10

Section: University Advancement

Subject: Matching Gifts

Corporation matching gifts forms are to be sent to the Advancement Services Office for execution according to rules set by the corporation or foundation for the employee match.

Institutional administrators should satisfy themselves on the following points:

1. That the gift was made.
2. That the gift was made in accordance with guidelines of the corporation requested to match the gift.
3. That the donor is eligible for a matching gift according to the corporation's policies (for example, a spouse's gift, gifts from other members of the family, gifts in kind, etc.).
4. That the use for which the match is intended is legitimate under the corporation's guidelines.

Matching gifts made by a donor's employer according to the above guidelines will be credited toward the donor's gift club level.

Revised 06/30/13.