



# MATCHING GIFTS FOR EDUCATION

## Program Guidelines

The **Matching Gifts for Education** program is an important part of Office Depot's commitment to education. We encourage our eligible associates to participate and to join in the Company's effort in providing financial assistance to educational institutions.

The program will match your eligible gift to a qualifying institution, dollar-for-dollar.

### Eligible Participants

- All active, regular full-time U.S. associates (including Puerto Rico) with at least one (1) year of continuous service at the time the contribution was received by the qualifying institution.

### Ineligible Participants

- Temporary associates, and associates on a leave of absence or long-term disability.

### Contribution Levels:

- \$25 minimum per gift, to an individual organization.
- \$10,000 maximum per person/per year, aggregate of all gifts under this program, regardless of the number of institutions.

### Eligible Institutions:

The program will match your gift to your choice of educational institutions as long as the institution is based in the U.S., its territories or the Commonwealth of Puerto Rico and is recognized as tax-exempt by the Internal Revenue Service of the U.S. Treasury Department under Section 170(c), such as:

- Public, private and parochial elementary or secondary schools (pre-kindergarten through 12th grade) that have been accredited by the state in which they operate.
- Accredited colleges and universities, including two-year junior and community colleges.
- Post graduate institutions and professional schools.
- A tax-exempt educational fund (ie, the United Negro College Fund) will be considered if its sole purpose is raising money for its constituent member colleges that individually are eligible under the program.

### Ineligible Gifts:

- Gifts made by associates that have not met eligibility requirements.
- Tuition, books, student or alumni fees, memberships, dues, admissions, ticket purchases, subscriptions or subscription fees for publications, or similar items.
- Gifts payable to national or local alumni groups.
- Donations to personal or athletic scholarship funds.
- Funds provided to the associate for donation purposes by other individuals (pooling funds).
- Insurance premiums under which the educational institution is beneficiary.
- Gifts to individual professors, teachers or other staff associates.
- Gifts to cultural or civic agencies, health/welfare/ human service agencies, hospitals and federal drives.

### How to Apply

- The participant completes Part 1 of the application form, and forwards the entire form (including these program guidelines) along with their individual contribution to the educational institution.
- An authorized Financial Officer of the institution completes and signs Part 2, and returns to the address listed on the bottom of the form.

### Application Processing

- Upon receipt of the application form, the Office Depot program administrator will review and after determining eligibility, will authorize payment of a matching gift in accordance with the provisions of the program.
- The Office Depot program administrator will notify the associate if the matching gift has (has not) been approved.
- Applications are accepted on an on-going basis, and are processed on a monthly basis.
- Incomplete forms and/or documentation may delay the review process, and will be returned to the associate and/or educational institution.
- The Office Depot program administrator must receive all forms and final documentation no later than March 15<sup>th</sup> for any contributions made during the previous January – December calendar year.

### Program Administration

- While it is intended that this program will be a continuing program, it is subject to amendment, suspension or termination at any time.
- If a matching gift is at any time found to have been generated by an ineligible individual, this falsification of information would lead up to, and include, termination of employment.
- If a matching gift were found, at any time, to have been generated by an ineligible organization, the falsification of information would lead up to and include permanent removal of the organization from future participation in the program.
- Office Depot shall determine the interpretations and the administration of this program, and decisions shall be final.
- Office Depot reserves the right to request further supporting documentation it considers necessary.
- All organizations must demonstrate a commitment to diversity and equal opportunity. In addition, all organizations must be nonsectarian and nondenominational.
- Associates may obtain additional copies of the *Matching Gifts for Education* form via the HR portal.
- If you have any questions, please contact:

Office Depot, Inc.  
Matching Gifts for Education C208E  
6600 North Military Trail  
Boca Raton, FL 33496  
(561) 438-7858



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## Application Form

### PART 1 – To be completed by the Office Depot associate

Associate Name (Last, First, Initial)		EMP ID #	Full-Time Hire Date
Location #	Department	Job Title	
Home Address		City, State, ZIP	
Home Phone (including area code)		Work Phone (including area code)	
Name of Educational Institution	Amount of Gift	<input type="checkbox"/> Cash <input type="checkbox"/> Stock # Shares _____ Symbol _____	
<p>I hereby authorize the institution named above to report this gift to the <i>Matching Gifts for Education</i> Program Administrator of Office Depot, Inc., for the purpose of qualifying for a contribution in accordance with the provisions of the Company's <i>Matching Gifts for Education</i> program. I certify that my gift is a voluntary contribution made from my own resources and not from gifts or loans of any other person or organization. My gift does not represent in any way tuition or payment in exchange for or in expectation of some monetary or other direct tangible benefit to be given to me, or to any person or organization named by me. In addition, my gift will not be used for religious, fraternal or political purposes, or to full a religious or political commitment. I understand any falsification of documents, or determination by Office Depot that inaccurate information was provided, may result in disciplinary action up to and including termination of employment. Similarly, reimbursement may be required for any gifts paid as a result of any inaccurate or falsified information.</p>			
Signature of Associate			Date

### PART 2 – To be completed by an authorized Financial Officer of the educational institution

Institution Name		Federal IRS Tax Identification Number (required)	
Institution Address			
City, State, ZIP		Phone (including area code)	Fax (including area code)
Amount of Gift Received		Date Gift Received	
Financial Officer Name (Printed)		Financial Office Title	
<p>I certify this institution meets the requirements and objectives of the Matching Gifts for Education program as described in this form, and that this institution is an exempt organization and contributions made are deductible for tax purposes as provided by the Internal Revenue Code. Furthermore, I certify that this gift does not represent in any way tuition or payment in exchange for, or in expectation of, monetary or other direct tangible benefits to be given to the donor or any person or organization named by the donor. In addition, this gift will not be used for religious, fraternal or political purposes, nor to fulfill a religious or political commitment.</p>			
Signature of Financial Officer			Date

**Attach a copy of the most recent IRS determination letter (required) from the IRS, and return with this form to:**

Office Depot, Inc.  
 Matching Gifts for Education C208E  
 6600 North Military Trail  
 Boca Raton, FL 33496

### For Office Depot Use Only

Date Received:	Date Processed:	Amount Processed:	Date Check Mailed:
Additional Notes:		Signature of Program Administrator:	