



# Gift Matching Request

Instructions:

[Clear Form](#)

1. Complete Form
2. Attach a copy of your Donation Tax Acknowledgement receipt from the organization in which you donated. *(The receipt should include amount donated, date, and the organizations 501(c)(3) status).*
3. Submit to Accounts Payable Dept.

## Donor Information

## Organization Information

Donor First Name / Last Name

Name of Organization Receiving Gift

Date of Gift

Organization Address

Gift Amount

Organization City, State, Zip

Donor Signature

Date

### For Finance only

Amount to be Matched

Date Paid

Finance Approval Signature

## FREQUENTLY ASKED QUESTIONS

### Q. Who is eligible?

A. Active employees of PopCap Games Inc, PopCap Games International, Shanghai PopCap Software Company, LTD and SpinTop Media Inc.

### Q. What are the maximum amounts that the company will match for an employee?

A. The maximum match per eligible employee is up to \$2,000 *per quarter* (company maximum of \$10,000 *per quarter*)

### Q. What organizations are eligible for matching gifts?

A. A qualified 501(c)(3) non-profit

### Q. Can I request matching funds any time during the year?

A. Yes. Gifts are eligible for matching at any time during the year.

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