



DEPOSIT SHEET INSTRUCTIONS – CITY & COUNTY and DOE / STATE / UH

An Aloha United Way Deposit Sheet must be used to record all pledges you collect. Deposit Sheets may be downloaded from the Aloha United Way website at: www.auw.org/campaign.

1. Use the Donation Checklist when collecting Pledge Forms.
2. Download a deposit sheet from auw.org/campaign. Select either City & County or DOE/State of Hawaii/University of Hawaii. Save it to your Desktop.
3. Complete *Company, Department, and School* sections. On the State Deposit Sheet, select applicable box: DOE; State of Hawaii; or University of Hawaii.
4. Separate donations into 3 groups.

GROUP #1
CASH, CHECK

GROUP #2
PAYROLL DEDUCTION, AUTOMATIC
TRANSFER, BILL ME

GROUP #3
CREDIT CARD

5. List Cash & Check pledges (Group #1) on one Deposit Sheet.
6. List Payroll Deduction, Automatic Transfer, and Bill Me pledges (Group #2) on a separate Deposit Sheet.
7. List Credit Card pledges (Group #3) on a separate Deposit Sheet.
8. List a maximum of 25 donors (name and the amount pledged) on each sheet.
 - o City & County Deposit Sheet: Please fill in donor's 10 digit City ID for Payroll Deduction
 - o DOE/State of Hawaii/University of Hawaii: Please fill in donor's last four digits of social security number for payroll deduction.
 - o Highlight any gift over \$10,000 and list 1st on the deposit sheet.
9. List Corporate Gift and Special Event amounts in the appropriate column.
10. The excel spreadsheet will automatically calculate all totals in the protected yellow areas.
11. Print, sign and date each deposit sheet. Make a copy for your records. Your AUW representative will collect the signed deposit sheets at the time of pick-up.

IMPORTANT: If a pick-up occurs AFTER September 30th, please provide an additional copy of ALL PAYROLL DEDUCTION pledge forms for your Aloha United Way Representative.

ePledge Only: Do not use a Deposit Sheet for ePledge. Instead, print your Cash Report and collect all Cash and Check donations. During pick-up, your AUW representative will collect the Cash Report and any Cash and Check donations.

For more information, contact Aloha United Way at (808) 536-1951.