

# GENERAL DEPOSIT SHEET INSTRUCTIONS



**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/get\\_involved/campaign\\_resources](http://www.auw.org/get_involved/campaign_resources)**

1. Use the Pledge Form Checklist when collecting Pledge Forms.
2. Download General Deposit Sheet and save to your Desktop.
3. Complete Company information.
4. Separate donations into 5 groups.

GROUP 1  
CASH

GROUP 2  
CHECKS

GROUP 3  
CREDIT  
CARDS

GROUP 4  
AUTOMATIC  
TRANSFERS

GROUP 5  
PAYROLL DEDUCTIONS  
& BILL ME

5. List all Cash pledges (Group 1) on one Deposit Sheet.
6. List all Check pledges (Group 2) on a separate Deposit Sheet.
7. List all Credit Card pledges (Group 3) on a separate Deposit Sheet.
8. List all Automatic Transfer pledges (Group 4) on a separate Deposit Sheet.
9. List Payroll Deduction & Bill Me pledges (Group 5) on a separate Deposit Sheet.
10. List a maximum of 25 donors (name and the amount pledged) on each sheet.
  - **Highlight any gift over \$10,000 and list 1<sup>st</sup> on the deposit sheet.**
11. List Corporate Gift, Corporate Match and Special Event amounts in the appropriate column.
12. The excel spreadsheet will automatically calculate all totals in the “protected” yellow areas.
13. Print, sign and date each deposit sheet. Make a copy for your records. Your Aloha United Way representative will collect the signed Deposit Sheets at the time of pick-up.

For more information, contact Aloha United Way at (808) 543-2243.

**ALOHA UNITED WAY DEPOSIT SHEET**

File # 2022 - \_\_\_\_\_  
 Account # \_\_\_\_\_

Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_



**Aloha United Way**

200 N. Vineyard Blvd., Suite 700, Honolulu, HI 96817  
 Phone: 536-1951 F Fax: 543-2244

NAME OF EMPLOYEE	Total Amount Contributed	Annual Donation						A UW USE
		Payroll Deduction	Bill Me	Automatic Transfer	Credit Card	Cash	Check	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
<b>Total Number of Pledges</b>								
<b>Total Employee Donations</b>								
<b>Total Special Event</b>								
<b>Total Corporate Donation</b>								
<b>Total Corporate Match</b>								
<b>GRAND TOTAL</b>								

SAMPLE

Please see back for instructions

Company Representative's Name: \_\_\_\_\_ Aloha United Way Representative: \_\_\_\_\_