

# GENERAL DEPOSIT SHEET INSTRUCTIONS



Aloha United Way

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-resources](http://www.auw.org/campaign-resources)

1. Download General Deposit Sheet and save to your Desktop.
2. Complete Company information.
3. Separate donations into 5 groups.

GROUP 1  
CASH

GROUP 2  
CHECKS

GROUP 3  
CREDIT  
CARDS

GROUP 4  
EFT (Wire, ACH,  
e-Check)

GROUP 5  
PAYROLL DEDUCTIONS  
& BILLING

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 EFT (Wire, ACH, e-Check) pledges (Group 4) on a separate Deposit Sheet.
9. List Payroll Deduction & Billing pledges (Group 5) on a separate Deposit Sheet.
10. List a maximum of 25 donors (name and the amount pledged) on each sheet.
  - o **Highlight any gift over \$10,000 or more and list 1<sup>st</sup> on the deposit sheet.**
11. Check off Ignite, Special Events, Tocqueville, Grant, Corporate, and Corporate Match amounts accordingly.
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.