



Deposit Form for Events, Activities, Fundraisers & Sales

Step 1 – Information

Date of Deposit _____ Account Number: _____ (X – XXXXXX – XXXXX)

Department, Organization or Club _____

Is the organization governed by the Panhellenic, IFC or National Panhellenic Council (NPHC)?

Event or Sale Name _____

Date of Sale _____

Did you charge admission?
Did you sell goods (t-shirts, baked goods, etc.)?

Part B

Enter the total amount of cash/checks to be deposited into HPU bank account (do not include Passport):

Admissions Charges _____ (a)

Sales of Goods _____ (b)

Total _____

Other _____ (c)

Total Deposit Amount _____ (a) + (b) + (c)

Sales Tax will be calculated and remitted on the total of (a) + (b) above to the NC Department of Revenue by the HPU Business Office.

Enter the following:

Total Cash \$ _____

Total Checks \$ _____

Total Deposit Amount \$ _____ (Must equal the above Total Deposit Amount)

Part C

Did you use an HPU Passport Card Reader to collect funds for this event or sale?

Enter the total amount of HPU Passport charges processed \$ _____

Submitted by _____
Print Name Signature

Reviewed by _____
Print Name Signature

Please note: this deposit form must be submitted for all events, activities and sales of goods or merchandise regardless of the purpose – this includes fundraisers.