

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

HPU Passport Readers

HPU Passport readers can be checked out from the IT Service Center for any GSGA chartered organizations. You can use the readers to collect attendance from an event or collect fees from student general accounts for fundraisers, event tickets, or dues.

**Note: Passport readers only collect monies from HPU Passport Cards from the "GENERAL" account. It will not collect monies from the Dining Plan. If students need to deposit funds to their HPU Passport "GENERAL" account, they may do so at <https://eacct-hpupassport-sp.transactcampus.com/eAccounts/AnonymousHome.aspx>.*

How to request an HPU Passport Reader:

1. Submit an IT Service ticket through my.highpoint.edu or <https://highpointuniversity.service-now.com/help?id=main>. **Be sure to allow 72 hours (about 3 days) notice for the IT Service Team to fulfill the request.**
2. You will pick up the device at the IT Service Desk, located on the first floor of Wilson Residence Hall.
3. Once you have completed your event or collection of funds, return the device to the IT Service Desk. Their team will process the transactions to your GSGA organization GL account and provide you with a report.

Helpful Hints:

- If you are collecting funds for a fundraiser or event ticket sales, be sure to include NC sales tax in your budget and price points. The HPU Business Office will remove those fees from your organization GL.
- Any cash or checks (made payable to High Point University) will need to be documented on the GSGA Deposit Form and submitted to the GSGA Adviser. This form can be located on the GSGA Procurement and Finance website (<https://www.highpoint.edu/gsga/resources/finance/>).
- Submit a Deposit Form for Events, Activities, Fundraisers, and Sales to the GSGA Adviser noting the total funds collected, event type and more. This can be located on the GSGA Procurement and Finance website (<https://www.highpoint.edu/gsga/resources/finance/>).