All voucher requests should be made through the Hospitality Team using this form. Vouchers can be redeemed at both Penryn and Falmouth Campus. Please complete all sections, allowing 5 working days’ notice (10 working days’ notice for events requiring over 100 vouchers) and submit the completed form to: [hospitality@fxplus.ac.uk](mailto:hospitality@fxplus.ac.uk)

Please ensure a Purchase Order Number is included on the form. **Voucher requests cannot be processed without a valid PO number.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EVENT DETAILS** | | | | | | | | | | | | | |
| **Event title** | |  | | **Event date** | | | | | |  | | | |
| **Contact name** | |  | | **Contact tel. ext.** | | | | | |  | | | |
| **Institution & Department** | |  | | **PO number**/Cost Code (FXPlus only)  *POs must be included on this form* | | | | | |  | | | |
| **VOUCHER USE** | | | | | | | | | | | | | |
| **For what are the vouchers to be used? (Please 🗸 as appropriate)** | **Food** |  | **Tea or Coffee or**  **soft drink** |  | **Alcoholic Beverage** |  |  | | | | | | |
| **Where do you wish to use the vouchers?**  **(Please 🗸 as appropriate)** | **Lower Stannary** |  | **Sustainability Café** |  | **ESI** |  | **Coffee Stop** |  | **Horsebox** | |  | **Penryn Campus Shop** |  |
| **Café Bar** |  | **AMATA Café** |  | **Koofi** |  | **Lower Deli** |  | **Fox Café (Falmouth)** | |  |
| **VOUCHER DETAILS** | | | | | | | | | | | | | |
| **Number of Vouchers required** | |  | | **Monetary Value per Voucher** | | | | | |  | | | |
| **Voucher Valid from** (time & date) | |  | | **Voucher Valid to** (time & date) | | | | | |  | | | |

**TERMS & CONDITIONS**

**(https://fxplus.ac.uk/hospitality/)**