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

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/)**