

**BANGOR UNIVERSITY
HOSPITALITY DETAILS**

This form must be completed and attached to any purchase order made out to local hotels, restaurants, public houses or for any provisions ordered from the Management Centre.

Reason for the meeting. (Please include as much detail as possible, including date and venue):

Name of Attendees	Name of Organisation

(continue on separate sheet if necessary)

Raised by (please print name clearly)

Signed/Approved by PVC/Head of College:

Print Name:

Date:.....