

FBMH PGR Rep Guidance: Ordering for Events

Uni Cafés

You can host events at the UniCafe locations on campus and pay using pre-ordered Unicafe vouchers.

The vouchers are used as a 'purse' style, so they can be used several times to the value of the voucher, across all the Unicafe outlets on campus:

Alan Gilbert Learning Commons Café, The Beehive Restaurant, Café 204, Café 65, Christies Café, Code, Collaborate, Connect, The Hive, Library Lounge, Lime Café, Manchester Museum Café, Marketplace Coffee Cart, The Place, Smiths Café, Stopford Coffee Cart, and Whitworth Art Gallery Café).

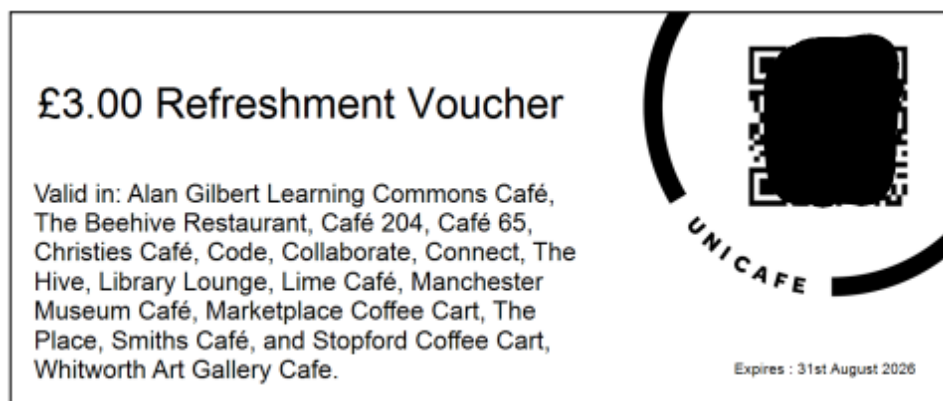
How to order Unicafe Vouchers:

Email: cafe.vouchers@manchester.ac.uk (CC Experience Team:
FBMH.doctoralacademy@manchester.ac.uk)

Information to confirm when ordering UniCafe vouchers:

- Value per voucher:
- How many vouchers:
- Internal UoM charge code: DA Experience team (cc'd) will provide
- Expiry Date (to a maximum of 1 year):
- Electronic PDF pack emailed, or Printed & collected:
- When do you need these by:
- Any other notes:

The vouchers team have a simple, generic voucher that can be used (please see below example). Alternatively, you can send any image or your logo with any specific wording, and we can do the rest. Please confirm if you wish for the vouchers to be sent as PDF electronic pack, or to be printed and collected.



Vouchers: Amazon, Blackwells & Love2Shop

Reps can arrange vouchers from Amazon, Blackwells Books and Love2Shop (visit [this website](#) to see where Love2Shop vouchers can be spent).

Reps can use vouchers as prizes (e.g. PGR photo competitions or quizzes at events).

You can order e-vouchers or physical vouchers (please note, you will need a justification if you order physical vouchers instead of e-vouchers).

How to order Amazon, Blackwells & Love2Shop vouchers

Please fill in the relevant form below and send it to the Experience Team (FBMH.doctoralacademy@manchester.ac.uk) who will provide the account code.

Once complete, you will send your voucher form to vouchers@manchester.ac.uk

- [e-Voucher request form](#)
- [Physical voucher request form](#)

Credit Card Payments

To carry out online purchases, e.g. Sainsbury's shop, reps can use a credit card expenditure request.

- Fill out a [Credit Card Expenditure Request](#) and send it to the Experience Team FBMH.doctoralacademy@mancheser.ac.uk

Please note, you will need to be available to collect the delivery on the day of arrival – the DA cannot collect and store items on your behalf.

iProcurement (iProc)

iProc is the financial services system that can be used to raise orders with approved suppliers. For example, we can raise orders with SU Bar + Kitchen, I Knead Pizza and Kro Bar.

PGR reps can gain access to iProc by completing the [Iproc Training](#).

Alternatively, you can email your order to the DA Experience Team (FBMH.doctoralacademy@manchester.ac.uk) who can raise the order for you.

How to order on iProc

First, you need to email the supplier to arrange your order:

- **I Knead Pizza** – email: lkneadpizza@outlook.com menu: <https://ikneadpizza.uk/>
- **SU Bar + Kitchen** – email: jonny.allen@manchester.ac.uk & bars.su@manchester.ac.uk
menu: [532 Bar + Kitchen](#)
- **Kro Bar** – email: krobar@kro.co.uk
menu: <https://www.kro.co.uk/>

Then, you raise a purchase order on iProc (Non-catalog request).

Once the event has successfully taken place, you 'receive' the order on iProc – this means the finance team can pay the supplier.

Personal Reimbursement: PR7 Expense Claim

You can personally pay for items and reclaim the costs using a [PR7 form](#).

Download the form and complete the **Expenses** section. Then, email your form and receipts to the DA (FBMH.doctoralacademy@manchester.ac.uk) who will provide the account codes and sign the form.

Once complete, we will send the form back to you for submitting to the Expenses Team. You can do this using a Connect Request form:

<https://manchester.service-now.com/esc?id=search&spa=1&q=general&disableSpellCheck=false>

For Request Details, please select 'Payroll Fees and Expenses' and then 'Expenses'. In the request form, please include:

- Type of claim (i.e. 'Expense')
- Type of bank account (UK or international)

You will also need to attach:

- The completed PR7 form
- The email which includes authorisation from the budget holder and authorised signatory
- Any supporting evidence (e.g. receipts)

Hospitality on Campus

You can email the order directly to the Hospitality team:

events.hospitality@manchester.ac.uk, copying in the DA Experience Team
(FBMH.doctoralacademy@manchester.ac.uk)

- [Hospitality on Campus Menu](#)
- [Hospitality on Campus Terms & Conditions](#)

Once the order has been costed, the Hospitality Team will email the PGR rep confirmation and the total cost. The DA Experience Team will then provide the account code.

Organising trips through the International Society

If you wish to organise a day trip to somewhere in the UK, you can do this through the [International Society](#). Reps can use the IntSoc services to take PGRs on a day trip at a reduced cost.

1. Key info

- Choose the coach size: 31 seats / 37 seats / 41 seats / 48 seats
- Health & Safety and insurance is covered by International Society
- You can request that an IntSoc trip leader attends with you for the trip and they will be the person responsible on the day

2. Destination options

The cost per person for each destination includes coach travel from Manchester (round trip), the vehicle rental and driver's fee.

All trips depart from the Manchester Museum and will return there at end of day. All attendees need to arrive at Manchester Museum 15 minutes before departure time.

- Yorkshire Dales: £28 pp
- Oxford: £50 pp
- Cambridge: £50 pp
- Windermere: £45 pp (includes 30minute boat ride to Ambleside and back)
- Llandudno (coastal town North Wales): £42 pp
- York: £30 pp
- Snowdonia: £33 pp
- Whinlatter Forest: £35 pp

3. How to book

When you have chosen a date, location, and coach size, please contact Int Society:

Email: infointsoc@gmail.com (cc FBMH.doctoralacademy@manchester.ac.uk).

Advise that you are arranging this trip for PGRs using the DA budget. Once International Society confirm the total cost, the DA Experience Team will raise a purchase order on iProc.

Int Society will generate a ticket link for however many spaces you have for the trip (make sure you remove the number of seats needed for Reps and trip leaders). PGRs will be able to get a free ticket using the ticket link; this is first-come first-serve, so once the tickets are gone there is no more space on the trip.

If you wish to provide drinks/snacks for attendees, you can liaise with the DA to arrange a food shop ahead of the event.