

## CUL Use and Reimbursement Procedures

1. Coordinate your event please contact the Mitchell Hall Special Event Protocol/Special Functions Coordinator at [jeannie.schroeder@us.af.mil](mailto:jeannie.schroeder@us.af.mil)
2. Make arrangements for food, service or pick up time, etc. and obtain a written quote with the food item/s, quantity & cost from the vendor (please note only food is reimbursed and some vendors do not waive taxes!)
3. Download the CUL request form and complete section 1, include the event POC (requestor) and include the menu, quantity, unit and total price, ensure you don't exceed the cadet meal rate for the meal period.
4. Submit the form and quote to the AOC for funds approval in block II.
5. Once approved, send to the Mitchell Hall Special Event Protocol/Special Functions Coordinator ( [10FSS.FSLF@us.af.mil](mailto:10FSS.FSLF@us.af.mil) ) at least 14 workdays prior to the event.
6. After the event is complete, scan a copy of the receipt(s) showing the vendor has been paid, and sign block III acknowledging receipt of goods.
7. Within 1 business day email the scanned receipt(s) with the completed CUL form to NAF Accounting Office (NAFAO) org box; [10FSS.FSR.NAFDisbursement@us.af.mil](mailto:10FSS.FSR.NAFDisbursement@us.af.mil) and copy Mitchell Hall Support staff [glenn.loyche@us.af.mil](mailto:glenn.loyche@us.af.mil) & [jeannie.schroeder@us.af.mil](mailto:jeannie.schroeder@us.af.mil)
8. NAFAO will acknowledge receipt of your package and your squadron account should be reimbursed within 14-21 business days.