

Procedures to Request Squadron CUL Funds from Mitchell Hall for Home Football Games

There are three different options:

Option 1: If you buy product from a store or go to a grocery store to buy items:

- At least **10 business day's advance notice is required.**
- **You will need to complete the CUL Request Form for Mitchell Hall approval and must receive our approval before buying items.**
- **A squadron account must be established** before you are able to be reimbursed; complete **an EFT Form** and send to us immediately. **Disregard if an EFT is already on file.**
- Once the EFT is established you will receive confirmation from the **10FSS.FSR.NAFDisbursement@us.af.mil** .
- You will pay out of pocket and be reimbursed after the event.
- We reimburse up to \$13.80 for Breakfast, \$15.55 for Lunch or \$18.80 for Dinner, Tailgates.
- Mitchell Hall is not able to pay for any non-cadets, room charges, surcharges, tax, tips, paper products, or alcohol (ONLY FOOD OR NON-ALCOHOLIC DRINKS FOR THE CADETS).
- Reimbursement must be sent to Jeannie Schroeder, MSgt Daniel Whiteman and Glenn Loyche; Turn-in receipts after the event. We will determine how much you will be reimbursed.
- Also, please sign section III of the CUL Request Form after the event and send back to us.
- We will forward to NAF Disbursement to process reimbursement through **10FSS.FSR.NAFDisbursement@us.af.mil**.

Option 2: Depending on the Vendor, if they allow us to make direct payment over the phone; we could make payment to the Vendor. You would not have to pay out of pocket.

- At least **10 business day's advance notice is required.**
- **You will need to complete the CUL Request Form for Mitchell Hall approval and must receive our approval before contacting Vendor.**
- We will pay up to \$13.80 for Breakfast, \$15.55 for Lunch or \$18.80 for Dinner, Tailgates.
- Squadron POC will need to contact the Vendor (Catering department) and make all arrangements. **We cannot accept an excel spreadsheet, a shopping list, or an on-line shopping list. We must have an invoice from the Vendor.**
- You would have to send us an invoice from the Vendor at least 10 days prior to the event.
- The invoice must contain; Invoice #, Date, Vendor Name/address/POC, etc.
- Contact us if you need an example invoice.

- We cannot pay for non-cadets, surcharges (exception is the Commissary), tax, tips, paper products, or alcohol (ONLY FOOD OR NON-ALCOHOLIC DRINKS FOR THE CADETS).
- We will use a government purchase card to pay the vendor. Please inform the Vendor that we are **tax-exempt. We will contact the vendor if a tax-exempt number is required.**
- The invoice must be for Cadets only; you will need a separate invoice for non-cadets and any other charges.
- We will contact the Vendor and make payment after we receive the invoice from you.

Option 3: Commissary Tailgates. You would not have to pay out of pocket.

- **At least 14 days advance notice is required.**
- **You will need to complete the [CUL Request Form](#) for Mitchell Hall approval and must receive our approval before contacting the Commissary.**
- We will pay up to \$13.80 for Breakfast, \$15.55 for Lunch or \$18.80 for Dinner, Tailgates.
- Squadron POC to follow the Commissary Tailgate Kit Order Process and complete the Commissary Tailgate Menu.
- We cannot pay for non-cadets, surcharges (exception is the Commissary), tax, tips, paper products, or alcohol (ONLY FOOD OR NON-ALCOHOLIC DRINKS FOR THE CADETS).