

Procedures to Request CUL Funds & Extra-Curricular Food Support from Mitchell Hall

Option 1-3 Squadron Funds must be used for Cadet related events (training, mentorship, and social decorum); funds cannot be used for a party.

For use from start of AY 2023 (10 Aug 2023 to 12 May 2024). This means we cannot fund events that are after 12 May, we will start back up in Aug.

Funds are not authorized during mandatory lunch or events.

10 business days advanced notification is required.

Option 1 for Squadrons: If you use the Falcon Club or Golf Course (Allocated \$9,000 per AY):

- Can only be used for Dinner or Weekend events.
- At least **10 business day's advance notice** required.
- Squadron POC makes arrangements with the Venue.
- After arrangements are made, send the completed **Falcon Club or Golf Course Event form** to Mitchell Hall and we will input an authorization number.
- Must be signed/dated by the AOC and the POC making the arrangement.
- The Venue will need this number before confirming the event.
- We reimburse up to \$13.80 for Breakfast, \$15.55 for Lunch, \$18.80 for standard dinner meal or \$44.50 per cadet for a full-service sit-down dinner meal.
- 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).
- We will pay the Falcon Club or Golf Course after the event for our portion of the bill; you will need to pay for all other charges and non-cadets.

Option 2 & 3 for Squadrons: Are CUL Funds that come out of your \$3,800 AY Squadron allocated funds:

Option 2 for Squadrons: If you buy product from a store or go to a grocery store to buy items:

- Can only be used for Breakfast, Dinner or Weekend events.
- At least **10 business day's advance notice required.**
- **Squadron POC will need to complete the CUL Request Form for Mitchell Hall approval and must receive our approval before buying items.**
- You will be reimbursed via 10FSS.FSR.NAFDisbursement@us.af.mil.
- **A squadron account must be established** before you are able to be reimbursed; complete **an EFT Form** and send to us immediately.
- 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, \$18.80 for standard dinner meal or \$44.50 per cadet for a full-service sit-down dinner meal.

- Mitchell Hall is not able to pay for any non-cadets, room charges, surcharges (exception is the Commissary), tax, tips, paper products, or alcohol (ONLY FOOD OR NON-ALCOHOLIC DRINKS FOR THE CADETS).
- 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.
- Reimbursement must be sent to Glenn Loyche and Jeannie Schroeder; we will forward to NAF Disbursement to process reimbursement through 10FSS.FSR.NAFDisbursement@us.af.mil.

Option 3 for Squadrons: 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.

- Can only be used for Breakfast, Dinner or Weekend events.
- Please give us at the least **10 days business days** if you want us to pay.
- **Squadron POC 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, \$18.80 for standard dinner meal or \$44.50 per cadet for a full-service sit-down dinner meal.
- You would need to contact the Vendor (Catering department) and make all arrangements.
- You would have to send us an invoice from the Vendor, prior to the event.
- The invoice must contain; Invoice #, Date, Vendor Name/address/POC, etc.
- Contact us for example invoices.
- We cannot pay for non-cadets, surcharges, 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 send the Vendor a tax exempt number if 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.

Extra-Curricular Contract Food Support for Squadrons or Clubs to request once every month during the AY. For use from start of AY 2023 to 12 May 2024. This means we cannot support events after 12 May, we will start back up in Aug.

- We only support Pizzas (**Dominos at A-Hall**) and Burritos (**Qdoba in Briargate**) on Fridays after 1530, Saturdays and Sundays.
- At the least **15 days advance notice** is required.
- There are no deliveries, you pick-up from the Vendor.
- We are only able to provide one contract/catered food request per month.
- First Come, First Served or until we met our Contractual Limits.
- We pay the Vendor via a Contract.

- Currently, we are not providing drinks (sodas), paper products and napkins. Therefore, there will not be anything to pick-up from Mitchell Hall.
 - The Vendor is not to supply these items at our expense. If you buy drinks, it must be at your own expense.

Please note, failure to pick-up purchased food may result in forfeiture of remaining semester events and/or CUL Funds and requirement to reimburse Mitchell Hall for cost.

Failure to get prior approval from Mitchell Hall to spend CUL funds, results in requirement to pay Vendor for food ordered.

Mitchell Hall approves all CUL requests; please send requests to jeannie.schroeder@us.af.mil, daniel.whiteman and glenn.loyche@us.af.mil.