

## Procedures for Squadrons to Request 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](mailto: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 and Glenn Loycne.
- 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](mailto: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 at least five days in advance.
- The invoice must contain; Invoice #, Date, Vendor Name/address/POC, etc.
- 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 send 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 over the phone 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. They require 14 days advance notice.
- We cannot pay for non-cadets, tax, tips, paper products, or alcohol (**ONLY FOOD OR NON-ALCOHOLIC DRINKS FOR THE CADETS**). We are also authorized to pay for Surcharges for the Commissary.