

## COMMISSARY TAILGATE KITS ORDER PROCESS

Follow the steps in the CUL approval process using the CUL request form. Determine the cost of your kit using the commissary order form use this value in section 1 of the CUL request form.

For example: Menu Items Requested: Commissary tailgate kit  
Quantity: 1 Unit price: [cost of the total kit divided by cadets attending] And submit this for AOC, once approved. Use the following steps to submit your order:

1. Please submit your email as follows: Subject line: Tailgate Order -Squadron & POC Name, Pickup: mm/dd & time
2. Pick-up time is between 0900-1000
3. Attach the commissary tailgate order form
4. Email orders to the following distro list and *always* reply to all: [daniel.austin@deca.mil](mailto:daniel.austin@deca.mil); [amy.chess@deca.mil](mailto:amy.chess@deca.mil); [andre.herman@deca.mil](mailto:andre.herman@deca.mil); [lateefah.roberts@deca.mil](mailto:lateefah.roberts@deca.mil); [shannon.austin@deca.mil](mailto:shannon.austin@deca.mil); [veronica.wishop@deca.mil](mailto:veronica.wishop@deca.mil); [david.pamplin@deca.mil](mailto:david.pamplin@deca.mil); [michael.mora@deca.mil](mailto:michael.mora@deca.mil)
5. Squadron that fails to pick up their kits will be charged and will forfeit the cost of this kit from future CUL requests.

Please note: The DECA (commissary) distribution center needs 3-4 days lead time (depending on weekend /holiday) to deliver goods. For your bulk order, please prepare this ahead of time (2 weeks lead time) to ensure fulfillment. Please submit your orders by August 29 to ensure we can get what you want but not later than Sept. 2.