

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 2024 (8 Aug 2024 to 11 May 2025). This means we cannot fund events that are after 11 May, we will start back up in Aug of 2025.

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, Golf Course, or Bowling Center (Allocated \$9,000 per AY):

- Can only be used for Dinner or Weekend events.
- At least **10 business day's advance notice** required for Mitchell Hall.
- Squadron POC makes arrangements with the Venue.
- After arrangements are made, send the completed **Falcon Club, Golf Course or Bowling Center 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 will pay up to \$13.80 for Breakfast, \$15.55 for Lunch (not authorized during Mandatory Lunch), \$18.80 for an Informal/Pick-up dinner meal to be consumed at different location or \$44.50 per cadet for a Formal 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 Venue 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. Disregard if a Squadron account is 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 (not authorized during Mandatory Lunch), \$18.80 for an Informal/Pick-up dinner meal to be consumed at different location or \$44.50 per cadet for a Formal 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. An invoice or receipt must have an itemized list of what was purchased.
- 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 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 Merchant, if they allow us to make direct payment over the phone; we could make payment to the Merchant. 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 Merchant.**
- We Pay up to \$13.80 for Breakfast, \$15.55 for Lunch (not authorized during Mandatory Lunch), \$18.80 for an Informal/Pick-up dinner meal to be consumed at different location or \$44.50 for a Formal Full-service sit-down dinner meal per cadet.
- You would need to contact the Merchant's (Catering department) and make all arrangements.
- You would have to send us an invoice from the Merchant, prior to the event.
- The invoice must contain; Invoice #, Date, Merchant Name/address/POC Name and Phone number, and an itemized list of what is being purchased.
- Mitchell Hall does not place the orders online or make payments online; we only make payment over the phone.
- 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 Merchant. Please inform the Merchant that we are **tax exempt**. **We will send the Merchant 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 Merchant 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. **Currently, we cannot support these programs until future notice.**

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.

- Form 19 is required.
- 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 Merchant.
- 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 Merchant 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 Merchant 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, may result in requirement for your squadron to pay Merchant for food ordered.

Mitchell Hall must approve all CUL requests; please send requests to jeannie.schroeder@us.af.mil.