



Request for Payment Deadline Extension

Because SkillsUSA Michigan realizes that some schools have a long lead time to have a check issued for payment, we have developed this procedure for schools to request a two week payment extension. Schools requesting a payment extension need to complete and **submit this form at least two weeks prior to the payment deadline**. A new form must be submitted for each conference for which an extension is requested.

- This form must be submitted at least two weeks prior to the printed payment deadline for any conference.**
Registration forms are still required by the deadline.
- SkillsUSA Michigan will automatically grant a two week extension, if this form is completed and submitted to the state office at least two weeks prior to the printed payment deadline.
- The Chapter Advisor must obtain the school bookkeeper's signature verifying that the check request has been submitted.
- These procedures only apply for payments by check.
- These procedures do not apply for payments due to others besides SkillsUSA Michigan; i.e. hotels, travel agencies, etc.
- Email and phone requests will not be granted.

TO BE COMPLETED BY THE CHAPTER ADVISOR:

Chapter _____ Advisor _____

Email _____ Fax Number (_____) _____ - _____

Conference for which the extension is requested _____

Payment Deadline _____

TO BE COMPLETED BY THE BOOKKEEPER/ACCOUNTS PAYABLE DEPARTMENT:

A completed check request has been submitted to the school/district bookkeeper on _____

Anticipated date that the check will be mailed _____ Amount of check \$ _____

Bookkeeper's Name _____

Bookkeeper's Signature _____ Date _____

Fax to SkillsUSA Michigan at 734-487-4329 at least two weeks prior to the payment deadline.

TO BE COMPLETED BY THE SKILLSUSA MICHIGAN STATE OFFICE:

Date Received _____ Date Faxed back to the Advisor _____

New Payment Deadline _____

Late Fees will be applied for payments received after this date

Approved Yes No, Reason _____ Signature _____