



## 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.

1. **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.
2. 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.
3. The Chapter Advisor must obtain the school bookkeeper's signature verifying that the check request has been submitted.
4. These procedures only apply for payments by check.
5. These procedures do not apply for payments due to others besides SkillsUSA Michigan, i.e. hotels, travel agencies, etc.
6. Email and phone requests will not be granted.

### TO BE COMPLETED BY THE CHAPTER ADVISOR:

Chapter \_\_\_\_\_ Advisor \_\_\_\_\_

Email \_\_\_\_\_

Conference for which the extension is requested \_\_\_\_\_

Payment Deadline \_\_\_\_\_

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### 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 \_\_\_\_\_

***Please print, scan, and email completed form to [aday7@emich.edu](mailto:aday7@emich.edu) at least two weeks prior to the payment deadline.***

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### TO BE COMPLETED BY THE SKILLSUSA MICHIGAN STATE OFFICE:

Date Received \_\_\_\_\_ Date Copy Sent Back to the Advisor \_\_\_\_\_

New Payment Deadline \_\_\_\_\_  
Late Fees will be applied for payments received after this date

Approved  Yes  No, Reason \_\_\_\_\_ Signature \_\_\_\_\_