



Request for Payment Extension

Michigan FCCLA 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.**
2. Michigan FCCLA 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 payment deadline.**
3. The Chapter Adviser 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. This extension does not apply for payments due to others besides Michigan FCCLA; i.e. hotels, travel agencies, etc.
6. Email and phone requests cannot be granted.

TO BE COMPLETED BY THE ADVISER:

Chapter _____ Adviser _____

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 _____

Send to Michigan FCCLA at least two weeks prior to the payment deadline.

Fax to 734-487-4329 -or- Scan & Email to: aday7@emich.edu

TO BE COMPLETED BY MICHIGAN FCCLA:

Date Received _____ Date Faxed Back to the Adviser _____

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

Approved: Yes No - Reason _____