

# 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.**
- 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**.
- The Chapter Adviser must obtain the school bookkeeper's signature verifying that the check request has been submitted.
- These procedures only apply for payments by check.
- This extension does not apply for payments due to others besides Michigan FCCLA; *i.e. hotels, travel agencies, etc.*
- Email and phone requests cannot be granted.

## TO BE COMPLETED BY THE ADVISER:

Chapter: \_\_\_\_\_ Adviser: \_\_\_\_\_

Email: \_\_\_\_\_

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

Payment Deadline (as stated on the registration form): \_\_\_\_\_

*This form MUST be submitted **two** weeks BEFORE this deadline*

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## TO BE COMPLETED BY THE BOOKKEEPER/ACCOUNTS PAYABLE DEPARTMENT:

A completed check request has been submitted 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.**  
**Scan and Email to [aday7@emich.edu](mailto:aday7@emich.edu)**

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## TO BE COMPLETED BY MICHIGAN FCCLA:

Date Received \_\_\_\_\_ Date Emailed Back to the Adviser \_\_\_\_\_

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

Late Fees will be applied for payments received after this date

Approved: Yes No - Reason \_\_\_\_\_