



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 _____ 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 _____