



Payment Deadline Extension Request

Michigan FCCLA

Chapter _____ Adviser _____

Email _____ Fax Number (____) _____ - _____

Conference for which the extension is requested _____

Because 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. **Registration forms are still required by the deadline.**
2. Michigan FCCLA will automatically grant a two week extension if this form is completed and received at least two weeks prior to the printed payment deadline.
3. The Chapter Adviser must obtain the school principal's signature verifying the payment request was submitted at least two weeks prior to the regular payment deadline.
4. These procedures only apply for payments by check only.
5. These procedures do not apply for payments due to others besides Michigan FCCLA. It does not apply to hotels, travel agencies etc.
6. Only one two-week extension is granted per conference.
7. Email and phone requests will **not** be granted.

Payment Deadline _____ Extension Date _____

Date that the check was requested from the school bookkeeper/accounting office _____
(The check must have been requested at least two weeks prior to the regular payment deadline.)

Date that the check will be mailed _____ Amount of check \$ _____

Principal's verification

Principal's Name _____

Principal's Signature _____ Date _____

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

For Michigan FCCLA Use:

Date Received _____ Date Faxed back to the Adviser _____

Approved Yes No, Reason _____ Signature _____