Michigan FCCLA

Request for Payment Extension

Chapter _____ Adviser_____

Email _____ Fax Number _____

Conference for which the extension is requested _____

Because 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 the conference for which a payment extension is being requested.**
2. Michigan FCCLA will automatically grant a two week extension, if this completed form is submitted to the state office **at least two weeks prior to the payment deadline.**
3. The Chapter Adviser must obtain the school principal's signature verifying the school district's payment procedures.
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, or National FCCLA for dues, etc.
6. Only one two week extension is granted per conference.
7. Email and phone requests cannot be granted.

Payment Deadline _____ Submitted Date _____

Anticipated date that the check will be mailed _____

Amount of Check $_____

Principal's Name _____

Principal's Signature _____ Date _____

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

(734) 487-4329

For Michigan FCCLA Use:

Date Received _____ Date Faxed Back to the Adviser _____

Approved: ☐ Yes
☐ No - Reason _____

Revised 8/2011