



Request for Extension Deadline

Chapter _____ Advisor _____

Email _____ Fax Number (_____) _____ - _____

Conference for which the extension is requested _____

Because SkillsUSA Michigan 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.** Registration forms are still required by the deadline.
2. SkillsUSA Michigan 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 printed payment deadline.
3. The Chapter Advisor must obtain the school principal's signature verifying the school's payment procedures.
4. These procedures only apply for payments by check.
5. These procedures do not apply for payments due to others besides SkillsUSA Michigan; i.e. 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 SkillsUSA Michigan at 734-487-4329 at least two weeks prior to the payment deadline.

For SkillsUSA Michigan Use:

Date Received _____ Date Faxed back to the Advisor _____

Approved Yes No, Reason _____ Signature _____