



Request for Payment Extension

Chapter _____ Advisor _____

Email _____ Fax Number _____

Conference for which the extension is requested _____

Because Michigan DECA 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.**
2. Michigan DECA 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.**
3. The Chapter Advisor 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 DECA; i.e. hotels, travel agencies, 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 DECA at least two weeks prior to the payment deadline.

(734) 487-4329

For Michigan DECA Use:

Date Received _____ Date Faxed Back to the Advisor _____

Approved: Yes
No - Reason _____