



REQUEST FOR PAYMENT EXTENSION

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.**
- 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.
- The Chapter Advisor 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 DECA; i.e. hotels, travel agencies, etc.
- Email and phone requests cannot be granted.

TO BE COMPLETED BY THE ADVISOR:

_____	_____
Chapter	Advisor
_____	_____
Email	Conference for which the extension is requested

Payment Deadline (as stated on the registration form) This form MUST be submitted two weeks BEFORE this deadline	

TO BE COMPLETED BY THE BOOKKEEPER/ACCOUNTS PAYABLE DEPARTMENT:

Date that a completed check request has been submitted to the school/district bookkeeper	

Anticipated date that the check will be mailed	
_____	_____
Amount of Check	Bookkeeper’s Name
_____	_____
Bookkeeper’s Signature	Date

Send to Michigan DECA at least **two weeks prior to the payment deadline.**

Scan and Email to aday7@emich.edu

TO BE COMPLETED BY MICHIGAN DECA:

_____	_____
Date Received	Date Scanned & Emailed a Copy to the Advisor

New Payment Deadline - <i>Note that late fees will be applied for payments received after this date</i>	

Approved	Yes No - Reason