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.**
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 bookkeeper's signature verifying that the check request has been submitted.
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. Email and phone requests cannot be granted.

TO BE COMPLETED BY THE ADVISOR:

_____ _____
Chapter Advisor

_____ Select
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 - ***Note that late fees will be applied for payments received after this date***

_____
Approved Yes No - Reason