

# 30-60-90 POLICY



*The following policy is in effect at all SkillsUSA Arizona conferences: Advisor Leadership Conference, Program of Work Conference, Fall Leadership Conference, SkillsUSA on Ice, Leadership Training Camp, Region Skills Conference, State Championships. National SkillsUSA policy will be followed when and where applicable.*

Invoices will be generated by SkillsUSA Arizona's finance following a submission after the registration deadline, on our online registration site. Invoices will be emailed to the school/section Advisor who submitted the registration. If a school requires a PO prior to registration, please utilize the budget tools found on the SkillsUSA Arizona website.

## 30 Days Past Due

An email is sent to the Advisor with the invoice attached reminding them of the balance due.

## 60 Days Past Due

A letter with a statement and invoice is sent to the Advisor, Principal, Local Director and Accounting office.

## 90 Days Past Due

A letter, statement and new invoice is sent to the Advisor, Principal, Local Director, Superintendent and Accounting office. If an invoice reaches 90 days past due, the SkillsUSA section will become ineligible to participate in SkillsUSA state sponsored events and will be locked out of the SkillsUSA Register system until the invoice is fully paid. Pre-payment may be required for all future events in the same school year.