



SkillsUSA Arizona
30-60-90 Day Financial Policy

30-60-90 Day Past Due Invoice Policy

(For a list of past due invoices, email arizona@ctsofinance.org)

30 Days: an email is sent to the teacher with an invoice attached reminding them of the balance due

60 Days: a letter with a statement and invoice is sent to the teacher, principal, CTE director, and accounting office

90 Days: a letter with a statement and invoice is sent to the teacher, principal, CTE director, superintendent, and accounting office.

If an invoice reaches 90 days past due, the SkillsUSA chapter will become ineligible to participate in SkillsUSA events until the invoice is paid. Additionally, pre-payment may be required for all future events in the same school year.

Adopted July 2024