



In an effort to be accountable to our members, Board of Directors, and accounting policies, SkillsUSA Arizona has published our policy for past due invoices. This policy is in no way meant to scold individuals but only to keep our organization financially responsible.

30-60-90 Day Past Due Invoice Policy

Invoices are generated immediately following a submission on our online registration site and sent via email. (If a school requires a PO prior to registration, the “Estimate” feature is available)

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

60 Days—a letter with a statement and invoice is sent to the Teacher, Principal, Local Director and Accounting office

90 Days— a letter, statement and new invoice with late fee is sent to the Teacher, Principal, Local Director, Superintendent and Accounting office. Invoices past 90 days are subject to a 2% late fee that will continue to compound monthly until the balance is paid.

If an invoice reaches 90 days past due, the SkillsUSA section will become ineligible to participate in SkillsUSA state sponsored events until the invoice and late fees are satisfied. Pre-payment may be required for all future events in the same school year.

Questions? Please contact Carrie Wolf or Evelyn Irvine

Carrie Wolf
Director
Carrie.wolf@azed.gov
602.542.5565

Evelyn Irvine
Administrative Assistant
Evelyn.irvine@azed.gov
602.542.5197