

Business Manager or Procurement Officer Notification Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and **Albuquerque School of Excellence**, effective [4] of [April], [2019]. [Albuquerque School of Excellence] was approved for a [2015-2020] Charter Contract.

[SCHOOL NAME] requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

Charter Contract currently states:

CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICER: Rebekah Mahape

Notifies the Public Education Commission, Section _____ of the school's contract shall state beginning on:

EFFECTIVE DATE OF CHANGE: March 18, 2019

REQUESTED CHANGE TO BUSINESS MANAGER OR PROCUREMENT OFFICER AND CONTACT INFORMATION :

Michael Vigil, Sr. - michael@vigilgroup.net - (505) 938-7704

Assisted by: Mary Hagemann - mary@vigilgroup.net - (505) 938-7704

[Albuquerque School of Excellence] Business Manager or Procurement Officer Notification is hereby submitted by, [Dr. Ebubekir Orsun], on [April 4, 2019], and affirms the school meets the following eligibility criteria:

- Notification must be submitted to the PEC 30 days prior to the change being communicated or implemented; and
- The school's governing board is in compliance with all reporting requirements.


Charter School Representative Signature

4/4/19
Date

[Albuquerque School of Excellence's] Business Manager or Procurement Officer Notification was:

Approved

Denied

Chair, Public Education Commission

Date

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF _____)

I, Michael J Vigil, [affiant] after being duly sworn, state:

1. I live in the City of Albuquerque, County of Bernalillo, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) NMASBO
 - b) NM Certified Public Accountant Continuing Professional Education
 - c) NM State Auditor training
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
NM CPA License 3649	NM State Board of Accountancy	Renewed 9/30/2018 Issued 12/13/1990	Yes
NM Level II school business official	NM Public Education Department	Issued 07/01/2015 expires 06/30/2024	Yes
NM CPO-2015-S6745-00-154	NM General Services Department	Issued 11/02/2017	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature]
[Signature of Affiant]

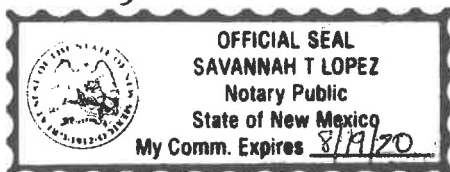
5/25/18
Date

MICHAEL J. VIGIL
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 25 day of May, 2018.

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: 8/19, 2020.