

## Business Manager or Procurement Officer Notification Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and [ NMCA ], effective [ ] of [ July, 2018 ] [ NMCA ] was approved for a [ 5-yr ] Charter Contract.

[ NMCA ] 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:**

Alyssa Lucero

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

EFFECTIVE DATE OF CHANGE: 3-1-2020

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

Michael Vigil, (505)938-7701 michael@vigilgroup.net

[ NMCA ] Business Manager or Procurement Officer Notification is hereby submitted by, [ Sandra Beery ], on [ 3/31/2020 ], and affirms the school meets the following eligibility criteria:

Notification must be submitted to the PEC within 30 days of the change being communicated or implemented; and

The school's governing board is in compliance with all reporting requirements.

[Signature]  
Charter School Representative Signature

3-31-2020  
Date

[ NMCA ] 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 Bernalillo  )

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 11/04/2019	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature of Affiant]

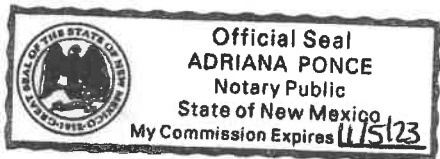
3/9/20  
Date

MICHAEL J. VIGIL  
[Print Name of Affiant]

**VERIFICATION**

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 9 day of March, 2020.

[Notary Seal:]



[Signature]  
NOTARY PUBLIC

My commission expires: Nov 5<sup>th</sup>, 2023.

# STATE OF NEW MEXICO



*In Recognition of  
The Fulfillment of the Requirements for  
School Personnel Licensure  
this*

**LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE**

is issued to

**MICHAEL J. VIGIL**

Effective from July 1, 2015 to June 30, 2024

Licensure Number: 320539

*Shanna Pendera*  
Secretary of Education