

Business Manager or Procurement Officer Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission [], hereafter "the School", effective [][], []
The School was approved for a [] Charter Contract.

The School requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

CHANGE OF:	BUSINESS MANAGER	CPO	BOTH
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Charter Contract currently states:

CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICER:

Requests the Public Education Commission approve Section _____ of the School's contract to read

EFFECTIVE DATE OF CHANGE:

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

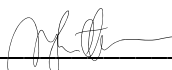
Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Business Manager or Procurement Officer Amendment is hereby submitted by [] on [], and affirms the school meets the following eligibility criteria:

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

NOTE: Ashley Woodard began working with Altura Preparatory School during the maternity leave of Justine Vigil. At that time, we did not submit a change of business manager form as the length and nature of Justine's absence was undetermined. Ms. Woodard is now the school's designated business manager.

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



Charter School Representative Signature Date

The School's Business Manager or Procurement Officer Amendment was:

Approved Denied

Chair, Public Education Commission Date

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
 COUNTY OF Bernalillo_)

I, Ashley Woodard, [affiant] after being duly sworn, state:

1. I live in the City of Belen, County of Valencia, 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 Fall 2020
 - b) NMASBO Winter 2020
 - c) NMASBO Winter 2021
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
School Business Official Level 2 License	NMPED	07/01/2021	Yes
BA Business	University of NM	May 2018	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

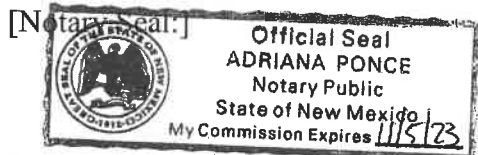
Ashley Woodard
 [Signature of Affiant]

8/18/2021
 Date

Ashley Woodard
 [Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 18 day of August, 2021.



[Signature]
 NOTARY PUBLIC

My commission expires: 11/5, 2023.

STATE OF NEW MEXICO



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

LEVEL TWO SCHOOL BUSINESS OFFICIAL
is issued to

ASHLEY WOODARD

Effective from July 01, 2021 to June 30, 2030
Licensure Number: 399814

Secretary of Education