

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
-------------------	-------------------------	------------	-------------

Charter Contract currently states:

CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICER:

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

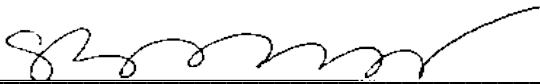
EFFECTIVE DATE OF CHANGE:

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
- 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, Mary Hagemann, [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 WINTER 2018
 - b) NMASBO WINTER 2019
 - c) SPRING BUDGET WORKSHOP 2019
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
<u>School Business official 1yr term</u>	<u>NMPED</u>	<u>issued: 7/1/19 exp. 6/30/20</u>	<u>Yes</u>
<u>BA-Business</u>	<u>University of NM</u>	<u>Dec 2017</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

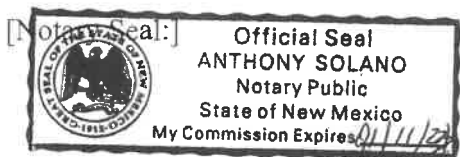
Mary Hagemann
 [Signature of Affiant]

8/12/2019
 Date

Mary Hagemann
 [Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 12 day of August, 2019.



Anthony Solano
 NOTARY PUBLIC

My commission expires: 01/11/23, 2023.

STATE OF NEW MEXICO



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

LEVEL ONE SCHOOL BUSINESS OFFICIAL
is issued to

MARY HAGEMANN

Effective from July 01, 2019 to June 30, 2022
Licensure Number: 386051

A handwritten signature in black ink that reads "Ryan Stewart".

Secretary of Education