

# Public Education Commission

## Business Manager or Procurement Officer Amendment

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### Purpose

The *Business Manager or Procurement Officer Amendment* is used to notify the Public Education Commission of a change in the Business Manager or Procurement Officer *which become part of the charter contract as an addendum*.

Changes to the Business Manager or Procurement Officer do not require prior approval of the Public Education Commission; however, notice must be received within 30 calendar days of the change.

### Submission Deadline

A Business Manager or Procurement Officer Amendment must be submitted within 30 days of the change.

An administratively complete *Business Manager or Procurement Officer Amendment* may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 28 days prior to the meeting, or at the subsequent meeting, if the complete request was not received at least 28 days prior to the next regularly scheduled meeting.

A *Business Manager or Procurement Officer Amendment* may be placed on the consent agenda of a regular PEC meeting for possible action by the Commission. Any amendment request may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission. If three or more changes to key personnel have occurred during the school year, the PEC will consider the approval on its regular agenda, not the consent agenda.

### PEC Consideration

All performance data (academic, organizational, and financial) for the last three years including any outstanding compliance or investigations will be provided to the PEC for consideration of the amendment request.

### Amendment Checklist

- Fully Completed Form
- Affidavit of Financial Record Custodian (Business Manager Only) *A completed and notarized Affidavit of Financial Record Custodian*
- Certificate of Insurance (Business Manager Only) *A certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian*
- School Business Official License or Chief Procurement Officer Certificate: *Copy of current, valid school business official license or chief procurement officer certificate.*



## **Form Fields**

<b>Field</b>	<b>Instructions</b>
<b>Original Information*</b>	Identify the originally on file (prior to notification) Business Manager or Procurement Officer.
<b>Change*</b>	Identify the new Business Manager or Procurement Officer.
<b>Effective Date*</b>	Identify the effective date of the change.

## **Attachments**

### **Affidavit of Financial Record Custodian (Business Manager Only)**

A completed and notarized Affidavit of Financial Record Custodian.

### **Certificate of Insurance (Business Manager Only)**

A certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian.

### **Business Official License or Chief Procurement Officer Certificate**

Copy of current, valid school business official license or chief procurement officer certificate.

## **Administrative Completeness Review**

An administratively complete request includes the following:

- Fully Completed Form
- Affidavit of Financial Record Custodian (Business Manager Only)
- Certificate of Insurance (Business Manager Only)
- School Business Official License or Chief Procurement Officer Certificate