**Public Education Commission**

Procurement Officer Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) of a change in the Procurement Officer which becomes part of the charter contract as an addendum. A change in Procurement Officers does not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

**Submission Deadline:**

The amendmentmay be placed on the consent agenda of the next regular PEC meeting if the complete request was received at least 14 days prior to the meeting; however, any amendment may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

**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

□ Chief procurement officer certificate

Contact [charter.schools@state.nm.us.](about:blank)  if you have questions about completing or submitting documents.

Procurement Officer Amendment Request FORM

Submit this form and all supporting documents to[**charter.schools@state.nm.us**](mailto:charter.schools@state.nm.us)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Click or tap here to enter text.  **(name of charter school)**, hereafter "the School," effective on Click or tap to enter a date.

The School requests consideration from the PEC to change the terms of its Contract as follows:

The School’s former Procurement Officer:

Click or tap here to enter text.

The School’s new Procurement Officer (provide contact information such as phone number and email):

Click or tap here to enter text.

Number of personnel changes submitted to PEC in the last 12 months:

Click or tap here to enter text.

The School’s Procurement Officer amendment is hereby submitted by:

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Charter School Representative*** | ***Date*** |

The Procurement Officer amendment Request Form was:

☐ Approved ☐ Denied

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Public Education Commission*** | ***Date*** |

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For PEC/CSD use only ☐ *Consent Agenda* ☐ *Regular Agenda*