

## **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:

<b>CHANGE OF:</b>	<b>BUSINESS MANAGER</b>	<b>CPO</b>	<b>BOTH</b>
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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

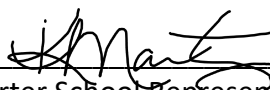
**EFFECTIVE DATE OF CHANGE:**

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

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

I, Chris Masters, [affiant] after being duly sworn, state:

1. I live in the City of Las Cruces, County of Doña Ana, 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) New Mexico Association of Business School Officials
  - b) Business Law (New Mexico State University)
  - c) NM EDGE Chief Procurement Officer classes
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
MBA	New Mexico State Univ.	05/1999	Yes
BBA	New Mexico State Univ.	05/1993	Yes
SBO Level 2	NM Public Education Dept.	07/01/2015	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

  
[Signature of Affiant]

7-29-22  
Date

Chris Masters  
[Print Name of Affiant]

**VERIFICATION**

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 29 day of July, 2022.

[Notary Seal:]

  
NOTARY PUBLIC

My commission expires: 05/31/2026

STATE OF NEW MEXICO NOTARY PUBLIC MATTHEW DOMINIC VALENZUELA COMMISSION NUMBER 1138080 EXPIRATION DATE 05-31-2026
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## Online Educator Licensure Detail



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Primary Information	
Full Name	CHRISTOPHER SCOT MASTERS
License Number	323258

If you notice an error, please click [here](#) to email Licensure Staff

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### Certificate Status

Certification Number 	Certification Level	Certificate Description 	Start Date	Expire Date	Status
323258	LEVEL TWO	<a href="#">SCH BUS OFFICIAL</a>	Jul 01, 2015	Jun 30, 2024	ISSUED

### Endorsements For Selected Certificate

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Selected Certificate	Endorsement
SCH BUS OFFICIAL	