

Business Manager or Procurement Officer Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission [Southwest Secondary Learning Center], hereafter "the School", effective [10] [May], [2019]
The School was approved for a [5 YEAR TERM] 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:

Justine Vigil

Requests the Public Education Commission approve Section ^{xi} of the School's contract to read

EFFECTIVE DATE OF CHANGE: 08/01/2022

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

Kristalyn Loftis

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 [Christine Lutz] on [07/22/22], 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.

Christine B. Lutz
Charter School Representative Signature

7-22-22
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, Kristalyn Loftis, [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 required trainings
 - b)
 - c)
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>EBA Accounting</u>	<u>UNM</u>	<u>May 2008</u>	<u>YES</u>
<u>NM Certified Business Official</u>	<u>NMCPED</u>	<u>June 2013</u>	<u>YES</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Kristalyn Loftis
[Signature of Affiant]

7/26/2022
Date

Kristalyn Loftis
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 26 day of JULY, 2022.

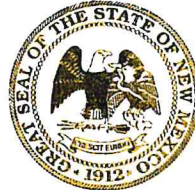
[Notary Seal:]



Jennifer A. Jones
NOTARY PUBLIC

My commission expires: MARCH 23, 2024.

STATE OF NEW MEXICO



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

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

KRISTALYN MARIE LOFTIS

Effective from July 1, 2016 to June 30, 2025

Licensure Number: 355121

A handwritten signature in cursive script, reading "Ryan Stewart".

Secretary of Education

