

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
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Charter Contract currently states:

CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICER: Michael Vigil II

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 : Justine Vigil
505-938-7707

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.



7/26/22

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, Justine Vigil_____ [affiant] after being duly sworn, state:

- I live in the city of Albuquerque_____, County of Bernalillo_____, New Mexico.
- 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.
- I have completed the following training in the maintenance of financial records:
 - NMASBO Conferences and trainings from Fall 2012 to present.
 - State Auditor Trainings annually.
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- Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
- I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
BBA	The University of New Mexico	Winter 2011	Yes
MBA	Eastern New Mexico University	Winter 2019	Yes
Level II SBO	NMPED	July 1, 2015	Yes

_____ 7/21/2022
Date

Justine Vigil
Justine Vigil

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 21 day of July, 2022^{AS}.

[Notary Seal] STATE OF NEW MEXICO
NOTARY PUBLIC
ADRIANA PONCE
COMMISSION NUMBER 1127502
EXPIRATION DATE 11-05-2023

Adriana Ponce
NOTARY PUBLIC

My commission expires: November 5, 2023.

STATE OF NEW MEXICO



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

LEVEL TWO SCHOOL BUSINESS OFFICIAL
is issued to

JUSTINE VIGIL

Effective from July 01, 2015 to June 30, 2024
Licensure Number: 350689

A handwritten signature in black ink, reading "Ryan Stewart".

Secretary of Education