



New Mexico Public Education Commission (PEC) Personnel Change Notification Instructions



Procurement Officer

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Procurement Officer.

Submission Deadline: Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC. Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this personnel change. Procurement Officer changes will be added to the board of finance documentation on file with CSD.

Information the school must provide for Procurement Officer change:

- ☐ Fully completed form
- ☐ Board minutes approving the procurement officer change
- ☐ Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

Personnel Change Notification Form. Submit this form and all supporting documents to **Epicenter**.

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

The school is notifying the PEC of a change in personnel:

☐ Procurement Officer

Current Procurement Officer: [Click or tap here to enter text.](#)

New Procurement Officer: [Click or tap here to enter text.](#)

Contact information for new Procurement Officer (phone, email): [Click or tap here to enter text.](#)

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: [Click or tap here to enter text.](#)

Effective Date: [Click or tap to enter a date.](#)

The school's notification is hereby submitted by:

Signature of School Representative: _____ **Date:** _____

Signature of Governing Board Chair: _____ **Date:** _____

For PEC/CSD Use Only

PEC Meeting Date:

Agenda: ☐ Consent (typical) ☐ Regular (unusual circumstance)

The school's notification was: ☐ Accepted ☐ Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____