

## RISK MANAGEMENT DEPARTMENT

**Susanna Solis** 714-628-5390  
Director  
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**Alicia Herrera**  
Insurance Technician  
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**Ita Roman**  
Insurance Technician  
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- ◇ Property & Liability
- ◇ Workers Compensation
- ◇ Health & Welfare Benefits
  - \* Medical
  - \* Dental
  - \* Vision
  - \* Life Insurance

The Risk Management office is open between 7:00 a.m. and 4:30 p.m. We follow the day-to-day schedule of the District Office. We are in Building F and open during lunch.

<http://www.orangeusd.org/riskmanagement/>

## OUSD PORTAL

### BUSINESS SERVICES Forms

- ◇ Budget Transfers
- ◇ Expenditure Transfers
- ◇ Cash Remittance Form
- ◇ Check Request
- ◇ Reimbursement Request
- ◇ Certificated Payroll Extra Earnings Report

- ### References
- ◇ Accounting Quick Tips
  - ◇ Budget Quick Tips
  - ◇ ASB Procedures
  - ◇ Basics of Internal Controls

### RISK MANAGEMENT

- ◇ AED Policy and Checklist
- ◇ Workers Comp Packet
- ◇ Student/Visitor Injury Report
- ◇ Burglary or Vandalism Report
- ◇ Safety Inspection Checklist
- ◇ Field Trip Packet
- ◇ Volunteer Drivers

<http://is-sharepnt-s2:3000/District%20FormsReference/Forms/AllItems.aspx>

# Business Services

## Quick Reference

**ORANGE UNIFIED  
SCHOOL DISTRICT**



Business Services Department

**Jenny Delgado**  
Executive Director

1401 N. Handy Street  
Orange, CA 92867  
Phone: 714.628.4479  
Website: [www.orangeusd.org](http://www.orangeusd.org)

## ACCOUNTING DEPARTMENT

**Marie Nguyen** 628-5373  
Accounting Manager  
[mhnguyen@orangeusd.org](mailto:mhnguyen@orangeusd.org)

**Christina Choi** 628-5839  
Financial Analyst  
[hchoi@orangeusd.org](mailto:hchoi@orangeusd.org)  
Expenditure Transfers, 1099 Forms  
(except Categoricals)

**Cathy Sadler** 628-5371  
[cathys@orangeusd.org](mailto:cathys@orangeusd.org)  
Accounts Receivable  
Cash Remittance  
Student Body Internal Auditor  
Check Requests (Revolving)

**ACCOUNTS PAYABLE**  
**Melissa Vasquez** 628-5367  
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A-E, FD21 Canyon HS

**Shawna Hall-Galvan** 628-4037  
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F-M, Conf Reimb, FD21 VPHS

**Doreen Roberts** 628-5366  
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N-Q, FD21 El Modena HS

**Margaret (Peggy) Land** 628-5369  
[mland@orangeusd.org](mailto:mland@orangeusd.org)  
R-Z, Modernization, FD21 OHS

<http://www.orangeusd.org/accounting/>

## BUDGET DEPARTMENT

**Barbara Stephens** 628-4447  
Director, Fiscal Assistance  
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Budget Development and Assistance

**Angelica Quiroga** 628-5825  
Budget Control Supervisor  
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**Jola Wrzesien** 628-4449  
[jolaw@orangeusd.org](mailto:jolaw@orangeusd.org)  
Budget Reports  
Expenditure Transfers  
(Categorical)

**Lisa Zampini** 628-4446  
[lzampini@orangeusd.org](mailto:lzampini@orangeusd.org)  
Position Control

**Eddie Barraza** 628-4477  
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Budget Transfers  
Position Control – Extra Earnings

**ATTENDANCE ACCOUNTING**  
**Kathleen Franks** 628-4160  
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**Mary Palomino** 628-4201  
Attendance Technician II  
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**Jessica Urroz** 628-4207  
Attendance Technician II  
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<http://www.orangeusd.org/budget/index.asp>

## PAYROLL DEPARTMENT

**Sharon Davis** 628-4022  
Payroll Manager  
[sharon.davis@orangeusd.org](mailto:sharon.davis@orangeusd.org)

**Payroll Technicians**  
**Leroy Montoya** 628-5357  
[lmontoya@orangeusd.org](mailto:lmontoya@orangeusd.org)  
CE A - K CE A - Z Extra Earnings  
CL A - L Bus Drivers/Bus Aides  
CTE—Hourly

**Susan Gustaveson** 628-5358  
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CE L - Z CE A - Z Substitutes  
CL M - Z Bus Drivers/Bus Aides

**Becky Bell** 628-5363  
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CL A - G

**Soo Schuster** 628-5362  
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CL H - R

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CL S - Z Child Care/Nutrition

<http://www.orangeusd.org/payroll/>