

RISK MANAGEMENT DEPARTMENT

Susanna Solis 714-628-5390
Director
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RISK MANAGEMENT TECHNI- CIANS

Alicia Herrera
Workers Comp N to Z
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Tina Everett
Workers Comp A to M
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Ita Roman
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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. and follows the day-to-day schedule of the District Office. We are located in Building F and open during the lunch hour.

<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>

Updated July 2020

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

ACCOUNTING DEPARTMENT

Marie Nguyen 628-5373
Accounting Manager
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Amy Mendoza 628-5839
Financial Analyst
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Expenditure Transfers, 1099 Forms
(except Categorical)

Cathy Sadler 628-5371
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Accounts Receivable
Cash Remittance
Student Body Internal Auditor
Check Requests (Revolving)

ACCOUNTS PAYABLE
Melissa Vasquez 628-5367
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F-M, Conf. Reimb. FD21 VPHS

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R-Z, Modernization, FD21 OHS

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

BUDGET DEPARTMENT

Barbara Stephens 628-4447
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Budget Development and Assistance

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Budget Control Supervisor
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Jola Wrzesien 628-4449
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Budget Reports
Expenditure Transfers
(Categorical)

Lisa Zampini 628-4446
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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
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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
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PAYROLL LEAD TECHNICIAN

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CL R-Z

PAYROLL TECHNICIANS

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CE A - K CE A - Z Extra Earnings
CL A - L Bus Drivers/Bus Aides
CTE—Hourly

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CE L - Z CE A - Z Substitutes
CL M - Z Bus Drivers/Bus Aides

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CL A - G

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CL H - Q

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