

## RISK MANAGEMENT DEPARTMENT

**Diana Gaeta** 714-628-5390  
Director, Risk Management & Safety  
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### Insurance Technicians

**Moises Lopez**  
Workers Comp A to M  
Certificates of Insurance  
Incident Reports  
[mlopez@orangeusd.org](mailto:mlopez@orangeusd.org)

**Francisco Chairez**  
Workers Comp N to Z  
Safety Trainings  
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**Itayetzi Roman**  
Health & Welfare Benefits  
[iroman@orangeusd.org](mailto:iroman@orangeusd.org)

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 (In Informed K12)**

- ◇ 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**

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



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

Updated July 2021

# Business Services

## Quick Reference

### ORANGE UNIFIED SCHOOL DISTRICT



Business Services Department

**Meghna Bulsara**  
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 & Financial Manager  
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**Amy Mendoza** 628-5839  
Financial Analyst  
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Expenditure Transfers (Non-categorical)  
1099 Forms

**Cathy Sadler** 628-5371  
[cathys@orangeusd.org](mailto:cathys@orangeusd.org)  
Cash Remittance  
Developer Fees Collection  
Student Body Internal Auditor

### **Accounts Payable**

**Melissa Vasquez** 628-5367  
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A-E, FD21, CHS

**Shawna Hall-Galvan** 628-4037  
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F-M, Conf. Reimb., FD21 & 25,  
VPHS

**Natalie Nguyen** 628-5366  
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N-Q, FD21, Workers Comp.,  
Legal, Utilities, EMHS

**Margaret (Peggy) Land** 628-5369  
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R-Z, Modernization, FD21, 35,  
40, 49, OHS

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

## BUDGET DEPARTMENT

**Christina Choi** 628-4447  
Director, Fiscal Assistance  
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Budget Development and Assistance

**Angelica Quiroga** 628-5825  
Budget Supervisor  
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**Veronica Hernandez** 628-4449  
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Budget Reports  
Expenditure Transfers (Categorical)

**Lisa Zampini** 628-4446  
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Accounting Technician II  
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Budget Transfers  
Position Control

### **Attendance Accounting**

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

## PAYROLL DEPARTMENT

**Sharon Davis** 628-4022  
Director, Payroll & Pensions  
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### **Payroll Lead Technicians**

**Duong Dang** 628-5846  
[ddang@orangeusd.org](mailto:ddang@orangeusd.org)  
Certificated L-Z  
Certificated Substitutes A-Z

**Amy Glinskas** 628-5363  
[aglinskas@orangeusd.org](mailto:aglinskas@orangeusd.org)  
Classified A-G

### **Payroll Technicians**

**Marci Gresham** 628-5357  
[mgresham@orangeusd.org](mailto:mgresham@orangeusd.org)  
Certificated A - K  
Certificated Extra Earnings A-Z  
Bus Drivers/Bus Aides A-L  
CTE - Hourly

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Classified H - Q

**Vacant** 628-5358  
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Classified R - Z  
Bus Drivers/Bus Aides M-Z

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