

## RISK MANAGEMENT DEPARTMENT

**Diana Gaeta** 628-5390  
Director, Risk Management & Safety  
[dgaeta@orangeusd.org](mailto:dgaeta@orangeusd.org)

**Moises Lopez** 628-5390  
Workers Comp A to M  
Certificates of Insurance Requests  
Student and Visitor Incident Reports  
[mlopez@orangeusd.org](mailto:mlopez@orangeusd.org)

**Francisco Chairez** 628-5390  
Workers Comp N to Z  
AED Monitoring  
Site Safety Inspections  
[fchairez@orangeusd.org](mailto:fchairez@orangeusd.org)

**Itayetzi Roman** 628-5390  
Health & Welfare Benefits  
[iroman@orangeusd.org](mailto:iroman@orangeusd.org)

**Adriana Hernandez** 628-5390  
Safety Concerns  
[ahernandez@orangeusd.org](mailto:ahernandez@orangeusd.org)

<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 2022

# 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

**Vacant** 628-5373  
Accounting & Financial Manager  
[@orangeusd.org](mailto:@orangeusd.org)

**Brenda Savedra** 628-5839  
Financial Analyst  
[bsavedra@orangeusd.org](mailto:bsavedra@orangeusd.org)  
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**

**David Nguyen** 628-5367  
[david.nguyen@orangeusd.org](mailto:david.nguyen@orangeusd.org)  
A-E, FD21-CHS

**Vacant** 628-4037  
[@orangeusd.org](mailto:@orangeusd.org)  
F-M, Conf. Reimb., FD21-VPHS,  
FD 25

**Natalie Nguyen** 628-5366  
[natalie.nguyen@orangeusd.org](mailto:natalie.nguyen@orangeusd.org)  
N-Q, Workers Comp., Legal,  
Utilities, FD21-EMHS

**Margaret (Peggy) Land** 628-5369  
[miland@orangeusd.org](mailto:miland@orangeusd.org)  
R-Z, Modernization, FD21-OHS,  
FD35, 40, 49

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

## BUDGET DEPARTMENT

**Vacant** 628-4447  
Director, Fiscal Assistance  
[@orangeusd.org](mailto:@orangeusd.org)  
Budget Development and Assistance

**Vacant** 628-5825  
Budget Control Supervisor  
[@orangeusd.org](mailto:@orangeusd.org)

**Veronica Hernandez** 628-5544  
Sr. Fiscal Asst. Accountant  
[mhernandez@orangeusd.org](mailto:mhernandez@orangeusd.org)  
Budget Reports  
Expenditure Transfers (Categorical)

**Eddie Barraza** 628-4477  
Accountant (Special Ed.)  
[ebarraza@orangeusd.org](mailto:ebarraza@orangeusd.org)

**Lisa Zampini** 628-4446  
Accounting Technician II  
[lzampini@orangeusd.org](mailto:lzampini@orangeusd.org)

**Shawna Hall-Galvan** 628-4449  
Accounting Technician II  
[shallgalvan@orangeusd.org](mailto:shallgalvan@orangeusd.org)

### **Attendance Accounting**

**Kathleen Franks** 628-4160  
Supervisor  
[kfranks@orangeusd.org](mailto:kfranks@orangeusd.org)

**Jessica Urroz** 628-4207  
Attendance Technician II  
[jurroz@orangeusd.org](mailto:jurroz@orangeusd.org)

**Michelle Flansburg** 628-4201  
Attendance Technician II  
[mflansburg@orangeusd.org](mailto:mflansburg@orangeusd.org)

## PAYROLL DEPARTMENT

**Sharon Davis** 628-5365  
Director, Payroll & Pensions  
[sharon.davis@orangeusd.org](mailto:sharon.davis@orangeusd.org)

### **Lead 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

**Amy Glinskas** 628-5358  
[aglinskas@orangeusd.org](mailto:aglinskas@orangeusd.org)  
Classified R-Z  
Special Projects

### **Payroll Technicians**

**Ana Galicia** 628-5363  
[mgresham@orangeusd.org](mailto:mgresham@orangeusd.org)  
Classified A-G

**Julie Lemos** 628-5846  
[jlemos@orangeusd.org](mailto:jlemos@orangeusd.org)  
Classified H -Q

**Stacy Andrade** 628-5362  
[jlemos@orangeusd.org](mailto:jlemos@orangeusd.org)  
Certificated L-Z  
Certificated Substitutes A-Z  
Bus Drivers/Bus Aides M-Z

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