

RISK MANAGEMENT DEPARTMENT

(714) 628-5390

Diana Gaeta
Director, Risk Management & Safety
dgaeta@orangeusd.org

Adriana Hernandez
Safety Concerns
Hazardous Materials
ahernandez@orangeusd.org

Moises Lopez
Health Benefits A to F
Workers Comp A to F
Requests for Certificates of Insurance
Student and Visitor Incident Reports
mlopez@orangeusd.org

Kimberly (Kim) DaSilva
Health Benefits G to N
Workers Comp G to N
kdasilva@orangeusd.org

Francisco (Cisco) Chairez
Health Benefits O to Z
Workers Comp O to Z
AED Monitoring
Site Safety Inspections
fchairez@orangeusd.org

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

STAFF PORTAL

BUSINESS SERVICES Forms (In Informed K12)

- ◇ 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
- ◇ Requests for Certificates of Insurance
- ◇ Student/Visitor Incident Report
- ◇ Burglary/Vandalism/Property Loss Report
- ◇ Site Safety Inspection Checklist
- ◇ Field Trip Packets
- ◇ Employee/Volunteer Drivers Packet



Updated July 2023

Business Services

Quick Reference

**ORANGE UNIFIED
SCHOOL DISTRICT**



Business Services Department

David A. Rivera, Deputy Supt./CBO
Meghna Bulsara, Executive Director

1401 N. Handy Street
Orange, CA 92867

Phone: 714.628.4479

Website: www.orangeusd.org

FISCAL SERVICES DEPARTMENT

Arlene Magana 628-4447
Director, Fiscal Services
arlene.magana@orangeusd.org
Budget Development and Assistance

Jami Lopez 628-5373
Assistant Director, Fiscal Services
jami.lopez@orangeusd.org

Vacant 628-5825
Fiscal Services Supervisor
____@orangeusd.org

Vacant 628-5839
Financial Analyst
____@orangeusd.org
Expenditure Transfers (Non-categorical)

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

Eddie Barraza 628-4477
Accountant (Special Ed.)
ebarraza@orangeusd.org

Natalie Nguyen 628-4446
Accounting Technician II
natalie.nguyen@orangeusd.org

David Nguyen 628-4449
Accounting Technician II
david.nguyen@orangeusd.org

FISCAL SERVICES DEPARTMENT (cont'd)

Lead Accounting Technicians
Cathy Sadler 628-5371
cathys@orangeusd.org
Cash Remittance, Developer Fees Col-
lection, Student Body Internal Auditor

Margaret (Peggy) Land 628-5369
mland@orangeusd.org
Funds 14, 21, 25, 35, 40, 49, 67, 71
1099, Utilities, Use Tax

Accounts Payable
Ana Alvarado 628-5367
ana.alvarado@orangeusd.org
A-I

Daniel Garcia 628-4037
dgarcia@orangeusd.org
J-Q

Shawna Hall-Galvan 628-5366
shallgalvan@orangeusd.org
R-Z

Attendance Accounting
Vacant 628-4160
Supervisor
____@orangeusd.org

Jessica Urroz 628-4207
Attendance Technician II
jurroz@orangeusd.org

Michelle Flansburg 628-4201
Attendance Technician II
mflansburg@orangeusd.org

PAYROLL DEPARTMENT

Sharon Davis 628-5365
Director, Payroll & Pensions
sharon.davis@orangeusd.org

Lead Payroll Technicians
Marci Gresham 628-5357
mgresham@orangeusd.org
Certificated A-K
Certificated Extra Earnings A-Z
Bus Drivers/Bus Aides A-L

Amy Glinskas 628-5358
amy.glinskas@orangeusd.org
Classified R-Z
Special Projects

Payroll Technicians
Ana Galicia 628-5363
agalicia@orangeusd.org
Classified A-G

Julie Lemos 628-5846
jlemos@orangeusd.org
Classified H -Q

Yesenia Carillo 628-5362
ycarillo@orangeusd.org
Certificated L-Z
Certificated Substitutes A-Z
Bus Drivers/Bus Aides M-Z

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

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

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