

RISK MANAGEMENT

The Risk Management Department oversees the District's insurance programs, which include health benefits and workers' compensation, as well as property and liability. Our certified school risk managers are committed to ensuring the health, safety, and protection of employees, volunteers, students, and community members.

Phone 714.628.5390 or Ext. 5390

Email riskmanagement@orangeusd.org

Visit Us bit.ly/OUSDRM



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Insurance Technicians

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RESOURCES

INFORMED K-12

- Expenditure Transfers
- Cash Remittance
- Check Requests
- Reimbursement Requests
- Certificated Payroll Extra Earning Report

STAFF PORTAL

Business Services (Forms will reroute to I-K12)

- Expenditure Transfers
- Cash Remittance
- Check Requests
- Reimbursement Requests

→ Payroll

- State Withholding Allowance
- W-4 Withholding Allowance
- CE Payroll Extra Earning Report

Risk Management

- Booster Club Handbook
- Confidential Student/Visitor Report
- Employee Volunteer Driver Forms
- Green Yellow Red Light Activities
- Personal Property Registration
- Request for Certificate of Insurance
- Workers' Comp Forms
- Workers' Comp Office Procedures



BUSINESS SERVICES

Our Mission

To empower and support our school sites through effective leadership and continuous improvement, as well as the resourceful management of budgets and expenditures.



Sulema Holguin, Assistant Superintendent/CBO
Meghna Bulsara, Executive Director

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FISCAL SERVICES

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Budget Development and Assistance

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Expenditure Transfers (Non-Categorical)

Budget

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Budget Reports
Expenditure Transfers (Categorical)

Amy Glinskis, Accountant
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Special Education

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Position Control

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Position Control

FISCAL SERVICES

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Lead Accounting Technicians

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Cash Remittance, Developer Fees Collection,
Student Body Internal Auditor

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Funds 14, 21, 25, 35, 40, 49, 67, 71, 1099,
Utilities, Use Tax

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Secondary

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Elementary

PAYROLL

Phone 714.628.5353 or Ext. 5353

Sharon Davis, Director
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Lead Payroll Technicians

Marci Gresham
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Certificated A-K
Certificated Extra Earnings A-Z
Bus Drivers/Bus Aides A-L

Vacant

Classified R-Z
Special Projects X5358

Payroll Technicians

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Classified A-G

Julie Lemos
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Classified H-Q

Yesenia Carillo
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Certificated L-Z
Certificated Substitutes A-Z
Bus Drivers/Bus Aides M-Z