

## RISK MANAGEMENT DEPARTMENT

**Susanna Solis** 628-5390  
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**Alicia Herrera** 628-5390  
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- ◇ Property & Liability
- ◇ Workers Compensation
- ◇ Health & Welfare Benefits
  - \* Medical
  - \* Dental
  - \* Vision
  - \* Life Insurance

<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 Injury Report
- ◇ Burglary or Vandalism Report
- ◇ Safety Inspection Checklist
- ◇ Field Trip Packet

[http://is-sharepnt-s2:3000/District%](http://is-sharepnt-s2:3000/District%20FormsReference/Forms/AllItems.aspx)

[20FormsReference/Forms/AllItems.aspx](http://is-sharepnt-s2:3000/District%20FormsReference/Forms/AllItems.aspx)

# Business Services

## Quick Reference

ORANGE UNIFIED  
SCHOOL DISTRICT



Business Services Department

**Jenny Delgado**  
Administrative Director

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## ACCOUNTING DEPARTMENT

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**Christina Choi** 628-5839  
Financial Analyst  
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Expenditure Transfers, 1099 Forms  
(except Categoricals)

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Accounts Receivable  
Cash Remittance  
Student Body Internal Auditor  
Check Requests (Revolving)

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## BUDGET DEPARTMENT

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**Jola Wrzesien** 628-4449  
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(Categoricals)

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### ATTENDANCE ACCOUNTING

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## PAYROLL DEPARTMENT

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CL A - L Bus Drivers/Bus Aides

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