

RISK MANAGEMENT DEPARTMENT

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Marilyn Paz 628-5390

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Alicia Herrera 628-5390

Fiscal Service Clerk
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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%20FormsReference/Forms/AllItems.aspx>

Business Services

Quick Reference

**ORANGE UNIFIED
SCHOOL DISTRICT**



Business Services Department

Jenny Delgado
Administrative Director

1401 N. Handy St.
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ACCOUNTING DEPARTMENT

Marie Nguyen 628-5373
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Christina Choi 628-5839
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Expenditure Transfers, 1099 Forms
(except Categoricals)

Cathy Sadler 628-5371
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Accounts Receivable
Cash Remittance
Student Body Internal Auditor
Check Requests (Revolving)

ACCOUNTS PAYABLE

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F-M (Conference Reimb)

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N-Q
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R-Z

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

BUDGET DEPARTMENT

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Budget Development and Assistance

Jorge Martinez 628-5825
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Budget Reports
Expenditure Transfers
(Categoricals)

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Position Control

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Budget Transfers
Position Control – Extra Earnings

ATTENDANCE ACCOUNTING

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PAYROLL DEPARTMENT

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Payroll Technicians
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CE A - K CE A - Z Extra Earnings
CL A - L Bus Drivers/Bus Aides

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CE L - Z CE A - Z Substitutes
CL M - Z Bus Drivers/Bus Aides

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CL A - L

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CL M - Z

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Coaches

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