

San Marino Unified School District  
Business Services  
2014-15 FACT SHEET

ACCOUNTS PAYABLE	<u>Susanne Skultin, ext. 314</u>
ACCOUNTS RECEIVABLE	<u>Terry Flexser, ext. 325</u>
ARCHITECTS	Tammy Schaeffer Carmichael-Kemp Architects (626) 357-9880 E-mail: <a href="mailto:tammy@ckarch.net">tammy@ckarch.net</a> <u>District Contact: Julie Boucher, ext. 390</u>
AUDITORS	Tina Henton Vicenti, Lloyd & Stutzman LLP (626) 857-7300 E-mail: <a href="mailto:thenton@vslip.com">thenton@vslip.com</a>
ACCOUNTING	<u>Vangie Lingat, ext. 327</u>
BUDGET INFORMATION/ SACS ACCOUNT CODES	<u>Wesley Lee, ext. 326</u>
DEPOSITS	<u>Terry Flexser, ext. 325</u>
CONFERENCE REQUESTS	Processing of Board Approval: <u>Susanne Skultin, ext. 314</u>
CONTRACTS	Assistant Superintendents
FACILITY USE REQUESTS	<u>Lorraine Barrientos, ext. 260</u>
FIXED ASSETS INVENTORY	<u>Francesca Gil, ext. 335</u> Any item over \$500 must be bar coded and tracked in accordance with GASB 34. Any capital project equal or greater than \$10,000 must be capitalized.
FOUNDATION FUNDS/ REQUISITIONS/BOARD APPROVAL	<u>District Contact: Julie Boucher, ext. 390</u>
FRAUD HOTLINE	WeTIP 1-800-US-FRAUD <a href="http://www.wetip.com">www.wetip.com</a>
HEALTH BENEFITS	<u>District Contact: Mabs Buono, ext. 360</u>
MAINTENANCE & OPERATIONS	<u>Ian Corrie, ext. 313</u> <u>Eileen Tapia, ext. 338</u> <u>Lorraine Barrientos, ext. 260</u> Maintenance Hrs: 6am - 2:30 pm Custodial Hours: Day - 6am - 2:30 pm Night – 2:00 pm - 10:30 pm

PAYROLL QUESTIONS

Classified Monthly/Certificated Hourly: Nestor Hidalgo, ext. 328  
Certificated Monthly/Classified Hourly: Richard Chau, ext. 303

PROPERTY AND  
LIABILITY INSURANCE

West San Gabriel P/L JPA (self-insured)  
Property & Liability Claims Administrator  
Carl Warren & Co.  
Mr. Yani Aghili  
(800) 572-6900 or (714) 572-5200  
District Contact: Julie Boucher, ext. 390

PTA/FOUNDATION BILLINGS

Terry Flexser, ext. 325

PURCHASING

Francesca Gil, ext. 335

STUDENT ACCIDENT  
INSURANCE

Primary Program

Myers-Stevens (primary insurance program funded  
by student's parent or guardian)  
(949) 348-0656  
District Contact: Julie Boucher, ext. 390

Supplemental District  
Sponsored Program

Hazelrigg Claims Management Services  
(supplement insurance program provided by West  
San Gabriel JPA)  
(909) 259-9931  
E-mail: [kaghili@hazelriggclaims.com](mailto:kaghili@hazelriggclaims.com)  
District Contact: Julie Boucher, ext. 390

VANDALISM HOTLINE

WeTIP  
1-800-US-FRAUD  
[www.wetip.com](http://www.wetip.com)

WAREHOUSE/DELIVERIES/  
MAIL DELIVERY

Francesca Gil, ext. 335 or  
Gerson Avila, ext. 333

WORK ORDERS

Processing Request: Eileen Tapia, ext. 338  
Lorraine Barrientos, ext. 260  
Other Questions: Ian Corrie, ext. 313

WORKERS' COMPENSATION  
INSURANCE

District Contact: Mabs Buono, ext. 360  
West San Gabriel W/C JPA (self-insured)  
Southern California Risk Management  
Association (SCRMA)  
(909) 608-7171 Fax: (909) 608-7165

WHEN ALL ELSE FAILS

Contact Lydia Peterson, ext. 414 or  
Julie Boucher, ext. 390