

San Marino Unified School District  
Business Services  
2018-19 FACT SHEET

ACCOUNTS PAYABLE	<u>ext. 1314</u>
ACCOUNTS RECEIVABLE	<u>Peter Samson, ext. 1304</u>
ARCHITECTS	<u>District Contact: Julie Boucher, ext.1390</u>
AUDITORS	Gema Ptasinski CliftonLarsonAllen, LLP (626) 857-7300 E-mail: <a href="mailto:gptasinski@claconnect.com">gptasinski@claconnect.com</a>
ACCOUNTING	<u>Vangie Lingat, ext. 1327</u>
BUDGET INFORMATION/ SACS ACCOUNT CODES	<u>Wesley Lee, ext. 1326</u>
DEPOSITS	<u>Peter Samson, ext. 1304</u>
CONFERENCE REQUESTS	Processing of Board Approval: <u>Peter Samson, ext. 1304</u>
CONTRACTS	Assistant Superintendents
FACILITY USE REQUESTS	<u>Laura Macdonald, ext. 1337</u>
FIXED ASSETS INVENTORY	<u>Francesca Gil, ext. 1335</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. 1390</u>
FRAUD HOTLINE	WeTIP 1-800-US-FRAUD <a href="http://www.wetip.com">www.wetip.com</a>
HEALTH BENEFITS	<u>District Contact: Judy Correnti, ext. 1360</u>
MAINTENANCE & OPERATIONS	<u>Jim Fahey, ext. 1313</u> <u>Eileen Tapia, ext. 1338</u> <u>Laura Macdonald, ext. 1337</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: <u>Nestor Hidalgo, ext. 1328</u> Certificated Monthly/Classified Hourly: <u>Richard Chau, ext. 1303</u>

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. 1390

PTA/FOUNDATION BILLINGS

Peter Samson, ext. 1325

PURCHASING

Francesca Gil, ext. 1335

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. 1390

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. 1390

VANDALISM HOTLINE

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

WAREHOUSE/DELIVERIES/  
MAIL DELIVERY

Francesca Gil, ext. 1335 or  
Gerson Avila, ext. 1387

WORK ORDERS

Processing Request: Eileen Tapia, ext. 1338  
Laura Macdonald, ext. 1337  
Other Questions: Jim Fahey, ext. 1313

WORKERS' COMPENSATION  
INSURANCE

District Contact: Judy Correnti, ext. 1360  
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. 1414 or  
Julie Boucher, ext. 1390