



San Joaquin Delta Community College District

Interoffice Memorandum

August 13, 2014

To: Management Team

From: Offices of Fiscal Services, Purchasing, HR Risk Management

Re: Tracking and Reporting Costs Associated with the DeRicco Flood Loss

For purposes of insurance reporting requirements, the District must track all costs associated with the DeRicco flood. This includes regular staff time and over-time (excluding administrators), necessary equipment, supplies, and services.

Staff time should be captured by employee and date for the number of hours worked related to this effort. See attached spreadsheet to assist in time reporting to enable Fiscal Services to estimate the staff time and cost by week.

Special accounts in our Self-Insurance Fund have been established for required costs and emergency purchase orders for the following departments:

Department	Account
Facilities	6100004
Student Services	6100005
Instruction	6100006
Administration	6100007
IT	6100008

Support Contacts for the DeRicco Flood Loss

Area	Name	Department	Office
Claims tracking	Christina Rivera	HR & Risk Management	x5059
Cost tracking	Sam Lo	Fiscal	x5009
Purchase orders	Maria Bernardino	Purchasing	x5096
Emergency credit card purchases	Jeff Menge	Fiscal	X5032