

ENTERPRISE SYSTEM CATALOGUE

VENDOR/PRODUCT:	Intuit, QuickBooks
SYSTEM PURPOSE:	Accounting software to track customer/ tenant invoicing, budgets, vendor bills, payments. Personal timekeeping and payroll
CATEGORIES/TYPES OF DATA:	Customer and vendor contact information, historical accounting records, and payroll
DEPT./PRIMARY CUSTODIAN:	Not Applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR/PRODUCT:	Microsoft, Office 365
SYSTEM PURPOSE:	For creating administrative documents.
CATEGORIES/TYPES OF DATA:	Agendas, minutes, spreadsheets, emails correspondence, reports, and contracts
DEPT./PRIMARY CUSTODIAN:	Not Applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR/PRODUCT:	Adobe, Acrobat
SYSTEM PURPOSE:	Document imaging/management
CATEGORIES/TYPES OF DATA:	Not Applicable
FREQUENCY OF COLLECTION:	As Needed
FREQUENCY OF UPDATE:	As Needed

VENDOR/PRODUCT:	Prodigiq
SYSTEM PURPOSE:	Tenant information software, locations and contact information.
CATEGORIES/TYPES OF DATA:	Insurance, forms, leases, contact, location
DEPT./PRIMARY CUSTODIAN:	Not Applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR/PRODUCT:	Drop Box, Inc., Dropbox
SYSTEM PURPOSE:	File hosting, file storage, cloud storage
CATEGORIES/TYPES OF DATA:	Project names, project numbers, files, photos
DEPT./PRIMARY CUSTODIAN:	Not Applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR/PRODUCT:	QtPod Petroleum on Demand
SYSTEM PURPOSE:	Data tracking on transactions of self-serve fuel
CATEGORIES/TYPES OF DATA:	Daily fuel report, transaction report, receipts
DEPT./PRIMARY CUSTODIAN:	Not Applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed